

Proposed Event Brief

For volunteersto use to present to their committee members



Event Name:

Lead volunteer:

Proposed date:

Proposed time:

Proposed venue:

Proposed speaker(s):

Overview

Target audience

Objectives

- | | |
|---|--|
| ☐ Knowledge sharing & professional development | ☐ Encouraging recruitment into the industry |
| ☐ Networking & community building | ☐ Raising awareness of industry standards |
| ☐ Showcasing innovation or projects | ☐ Promoting CIBSE/Society membership |
| ☐ Raising awareness of new industry trends | ☐ Other _____ |

Budget

Income

- | | |
|--|-------|
| ☐ CIBSE Funding | _____ |
| ☐ Ticket fees | _____ |
| ☐ Sponsorship | _____ |

Expenses

- | | | | |
|---|-------|---|-------|
| ☐ Venue hire | _____ | ☐ Security | _____ |
| ☐ Catering costs | _____ | ☐ Printing & materials | _____ |
| ☐ AV Equipment | _____ | ☐ Speaker/committee expenses | _____ |