

Proposed Event Brief

For volunteers to use to present to their committee members



Event Name:

Lead volunteer:

Proposed date:

Proposed time:

Proposed venue:

Proposed speaker(s):

Overview

Target audience

Objectives

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

Budget

Income

- | | |
|--|-------|
| <input type="checkbox"/> CIBSE Funding | _____ |
| <input type="checkbox"/> Ticket fees | _____ |
| <input type="checkbox"/> Sponsorship | _____ |

Expenses

- | | | | |
|---|-------|---|-------|
| <input type="checkbox"/> Venue hire | _____ | <input type="checkbox"/> Security | _____ |
| <input type="checkbox"/> Catering costs | _____ | <input type="checkbox"/> Printing & materials | _____ |
| <input type="checkbox"/> AV Equipment | _____ | <input type="checkbox"/> Speaker/committee expenses | _____ |