

# 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

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## Target audience

(Large empty box for target audience details)

## 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

<b>Income</b>	<b>Expenses</b>	
<input type="checkbox"/> CIBSE Funding _____	<input type="checkbox"/> Venue hire _____	<input type="checkbox"/> Security _____
<input type="checkbox"/> Ticket fees _____	<input type="checkbox"/> Catering costs _____	<input type="checkbox"/> Printing & materials _____
<input type="checkbox"/> Sponsorship _____	<input type="checkbox"/> AV Equipment _____	<input type="checkbox"/> Speaker/committee expenses _____