

**Outline for developing a proposal  
For a Project/Fundraiser  
That needs to be approved**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

1. Brief description of project/event
  
2. Date(s) of project/event:
  
3. Venue:
  
4. Rental/Fee/Insurance:
  
5. Points of contact:
  
6. Budget for project/event: ITEMIZE. Anticipated expenses, sponsorship, in-kind donations, catering (food and beverage), microphone(s), sound system, podium, special décor, equipment, props, transportation, moving or logistical fees, printing (fliers or invitations), entertainment fees, and miscellaneous items. Estimate all expenses and determine a projected profit. (Please attach a sheet.)
  
7. Admission cost for event and estimation of number of attendees:
  
8. Reservations (Methods of payment) and reception/check-in personnel:
  
9. Auction basket coordination/procurement/set up and final check out for successful bidders:
  
10. Publicity and marketing strategy: NON, symphony website, press releases, calendar submissions, flier distribution, inserts in symphony mailings, E-blasts, public speaking/appearances, radio and TV

11. Recruit personnel for working the event: bartenders, security, greeters and hostesses, etc.

12. Site plan for venue:

13. Running timeline for event:

14. Arrangement for mop up following the event:

15. Check with Symphony Executive Office for approval of recruitment of sponsors.

16. The Symphony Executive Office must approve all contracts.

17. All commercial providers must receive a copy of our letter of Tax Exemption Status.

18. Review all guidelines for guest safety and handicap considerations.

Reviewed by:

Suggestions:

Approved by:

Date: