BC Student Programs Project Plan

Student Program Project Policies:
- Must be a BC chartered club, recognized program or BC sponsored event
- Must turn in project plan at least 8 weeks in advance for student travel
- Must turn in project plan at least 6 weeks in advance for off-campus events and out-of-town performers
- Must turn in project plan at least 14 working days in advance for minor events (bake sale, potlucks etc.)
- All related project documents must be turned in COMPLETED before project will be approved

For SP Front Desk Use:
Project tracking # _____________   Date logged: _______________   Staff Initials ___________

PLEASE PRINT

Today’s date: ___________   Club/ Program Name __________________________________
Primary contact email: ___________________________   Phone: ___________________________

Project Title: ________________________________________________________________

Desired Date:  Desired Location  Actual Time of Event:  Set Up & Clean up time
1. ___________  1. ___________  1. ___________  1. ___________
2. ___________  2. ___________  2. ___________  2. ___________
3. ___________  3. ___________  3. ___________  3. ___________

Number of projected attendees: ________________

Project type:   [ ] Cultural Event   [ ] Educational Event   [ ] Social Event
[ ] Travel   [ ] Fundraiser   [ ] Other ___________

Project summary: _________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Project Outcomes (Goals):
1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________

How does your project contribute to pluralism and to the college community: ________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Updated 07/15
### Equipment / Resources

<table>
<thead>
<tr>
<th>Equipment</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Media cart</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Wireless mic*</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Internet connection</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Audio/Visual</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>Special Equipment</td>
<td>[ ]</td>
<td>[ ]</td>
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</tbody>
</table>

If requesting for mics, how many mics? _______________________

**Other**

### For Student Programs Use:

**Project Meeting with:** ____________________________  **Date:** _______________

**Name of SP staff**

**Student Programs project primary contact:** _________________________________________

**Forms required:**

- [ ] Advanced meals w/ meeting
- [ ] Catering form or permission for outside vendor
- [ ] Fundraising forms
- [ ] Performance contract
- [ ] Other _______________________

**Risk Management:**

**Potential Risks**

1. ___________________________________________________________________________

2. ___________________________________________________________________________

3. ___________________________________________________________________________

**Release Forms Required:**

- [ ] Travel forms
- [ ] Risk Management Committee
- [ ] Food handlers permit

**Orientation required:**

- [ ] Equipment
- [ ] Trip/ travel
- [ ] Other _______________________

**Mode of transportation:** ______________ [ ] Driving Training Required? [ ] Yes [ ] No

**Health / Accident insurance required for all participants:** [ ] Yes [ ] No

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Updated 07/15
Budget: Cost Breakdown

Cost Breakdown:
- Facility rental: $____________
- Equipment rental: $____________
- BC personnel: $____________
- Food: $____________
- Travel: $____________
- Performance/Entertainment: $____________
- Supplies: $____________
- Miscellaneous: $____________
- Registration fee: $____________
- Printing/Advertisement: $____________

Estimated cost of event: $____________

Current funds available: $____________(if any)

Budget number: ___________________________(if applicable)

Fundraised Revenue:

<table>
<thead>
<tr>
<th>Planned Fundraiser</th>
<th>Proposed Date</th>
<th>Anticipated Revenue</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total anticipated fundraising revenue: $____________

ASG S&A Funding*:
*All activities using S&A funds must be advertised and open to all students

Date submitting funding request to ASG: ____/____/____

Amount requesting from ASG $___________  Amount received from ASG $___________

Funding Breakdown:
- Current funds available $____________
- Total anticipated fundraising revenue $____________
- Amount received from ASG $____________

Revenue Total $____________

Minus (-)

Estimated cost of event $____________

Difference $____________

Updated 07/15
## Tasks and Milestones:

<table>
<thead>
<tr>
<th>Value</th>
<th>Tasks</th>
<th>Person responsible &amp; Phone number</th>
<th>Date Due</th>
</tr>
</thead>
</table>
| I     | Facility, supplies, materials, resources  
>ví Planning forms turned in | | |
| II    | Marketing & Communication  
>ví CAB  ví Plasma  ví Other | | |
| III   | Set up & Event | 1. | |
|       |                   | 2. | |
|       |                   | 3. | |
| III   | Clean up | 1. | |
|       |                   | 2. | |
|       |                   | 3. | |
| V     | Finances:  
>ví Deposit revenue w/ SP  
>ví Turn in receipts for reimbursement | | |
| VI    | Project Wrap up | | |
|       |                    | | |
|       |                    | | |

*Project plan must be signed by Project Manager and Club Advisor*

### Project Sign-Off:

1. **Project manager**
   - Name__________________________
   - Phone________________________
   - Email:________________________

2. **Club Advisor**
   - Name__________________________
   - Phone________________________
   - Email:________________________
   - Club Advisor Signature________________________

3. **Student Programs**
   - **Associate Director**
     - ______________________________
     - Date: __________
   - **Finance/Risk Management Coordinator**
     - ____________________________
     - Date: __________
   - **Assistant Dean**
     - ____________________________
     - Date: __________

*Updated 07/15*