



## 2019 Fall Semester ASI Program Proposal

Academic Semester and Submission Date:

Event Coordinator(s):

Event Collaborator (Dept. Faculty, Staff):

Program Title:

Day/Date(s) of Program:

Proposed Location:

Alt. Day/Date(s) of Program:

Alt. Proposed Location:

Setup Time:

Start Time:

End Time:

Breakdown:

### Program Description

**Learning Outcomes** (Indicators of Success) should be expressed in terms of observable behavior because they facilitate the assessment of learning. In the space below, clearly state what the student is *expected* to experience (learning outcome). Also, how will the student and/or campus benefit from participating in the event/service?

Example: At the end of XYZ Program, students will \_\_\_\_\_.

Use measurable action verbs such as these:

analyze	appreciate	compute	classify	collaborate	compare	contrast
define	demonstrate	direct	derive	designate	discuss	display
evaluate	know	identify	infer	integrate	interpret	justify
list	understand	organize	grasp	report	respond	solicit
state	synthesize					

**Learning Outcomes:**

**Achieving ASI Strategic Goals:**

In an effort to ensure all of our programming efforts are in alignment with our strategic goals please ensure this event satisfies at least three (3) of our Strategic Goals:

**Communication:** Does this event maintain consistent and transparent communication with Cal State LA students, faculty, staff, or administrators?

**Involvement:** Does this event enhance or appeal to the diverse population of Cal State LA students? How will it expand involvement or volunteer opportunities?

Once you complete this form, please return this sheet, along with any attachments, to the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach, accordingly. Please check your Cal State LA email for any and all responses to your proposal. Feel free to contact the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach for further clarification.



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**Advocacy:** Does this event assist ASI in advocating as the official voice of students to the University community?

**Pride:** Does this event promote Cal State LA Spirit and Pride?

**Excellence:** Does this event promote academic excellence and/or provide quality programs/services to Cal State LA students?

**Briefly explain how this event meets our goals:**

**Anticipated attendance:**

Student participants	
Other (faculty, community, etc.)	

**Equipment Reservation Needs:** (If event is in the U-SU, fill out REQUEST FORM)

Item	Qty	Item	Qty
Tables (regular/thin/round)		Mic (wireless?)	
Chairs		Mic Stands	
Linen		AV Tech	
Table Covers		Canopy	
Stages		Elect. Cord w/ Power Strip	
PA w/ IPod adapter		Projector	
Mixer		TV w/ DVD or VHS	
Monitors		Cotton Candy Machine	

What follows are additional checklist guidelines and important information that will assist with your program planning and execution. Please submit all requested items (Program Agenda, Evaluation Plan and Graphics Ideas) to your direct report and a full-time staff member (ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach).

**Program Agenda**

- Attach the load in/load out times and full schedule of the program by expanding on the volunteer sheet provided (last page).
- Please provide a floor plan and ambiance description.
- Finally, complete an agenda for your program/event and submit it with your proposal.
- Remember, you need to be flexible with your agenda in case your event has to change last minute.

**Program Graphics**

Develop an appropriate blurb and incorporate a dynamic image. Make any print publicity visually engaging so that it draws people in and presents the information in a concise manner. People should gain a clear picture of what your program is all about and should feel encouraged to attend.

**Text/blurb** (Please include 3 to 4 sentences about your event):

\*Note: If you have any preferences and/or ideas for promotion, please attach them for reference.

Attach event image (i.e. hard media, jpg, or online link). Otherwise, it will be the Graphic Designer's call on all colors and designs unless otherwise requested or specified.

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**Publicity Quantity:**

5½" x 8" Flyers (standard)	
11" x 17" Poster (standard)	
1½' x 6' Event vinyl banner	

**Graphics Deadlines:**

Fall	
Spring	
Summer	

**Outreach, Promotion and Distribution Plan**

Where will you post all the publicity requested?

Posting will occur through general ASI distribution across campus and Housing. Online community event pages will also be created on the ASI website and Facebook. The program will also be listed on the Cal State LA online calendar and included on the U-SU lobby flat screen image rotation.

What methods do you plan to use to effectively promote this event (please be specific):

In addition to the planned distribution process, there will be efforts to table and reach out to the students.

**Estimated Budget**

Items	Cost	Notes & Descriptions
Supplies		
Facility/Supply Rental		
Decorations		
Performance Speakers		
Parking Permits (note load-in or overnight )		
Food/Refreshments		
Security (i.e. Campus Police)		
Labor (other than volunteers)		
Miscellaneous (include description)		
<b>TOTAL EXPENSE</b>		

**The amount/services/items contributed by your collaborators:**

**Program Evaluation Plan**

How will you assess these indicators of success reflected in your programming process, event execution and participant feedback?

ASI Senior Coordinator of Student Engagement & Outreach, accordingly. Please check your Cal State LA email for any and all responses to your proposal. Feel free to contact the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach for further clarification.



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Type of Event Evaluation (survey, questionnaire, feedback):

Post-Event Evaluation Meeting (Date/Time):

**Volunteer & Participant Signup Information**

Include a copy of the Student Participant Signup Sheet complete with registration location and the Volunteer Schedule with time slots and work location. See the template below.

**Contracts, Offer Letters, Contact List**

Include relevant email/mail correspondence and dated copies of faxes/letters/contracts sent out, signed and returned. Please create a contact sheet that includes all performers/agents, co-sponsors, faculty/staff, volunteers, etc.

**Prize Winners & Consent Forms**

Include a Lucky Prize Winner template form printed out on ASI letterhead and a list of the prizes for the event. Attach a W-9 sheet to each Lucky Prize Winner form. If the student participant is engaging in a physical activity of any kind, they must fill out the ASI Consent & Release Form.

\_\_\_\_\_  
Event Coordinator 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASI President/VPA/VPEAA Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full-Time Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

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# YOUR EVENT TITLE GOES HERE

**Wednesday, October 2 at noon**  
**UNIVERSITY-STUDENT UNION PLAZA**

**FALL SEMESTER**

TIME: 11:00AM – 12:00PM (SET UP)

Name	Phone Number

TIME: 12:00PM – 1:00PM

Name	Phone Number

TIME: 1:00PM – 2:00PM

Name	Phone Number

TIME: 2:00PM – 3:00PM

Name	Phone Number

TIME: 3:00PM – 4:00PM

Name	Phone Number

TIME: 4:00PM – 5:00PM

Name	Phone Number

**Guidelines and procedures to assist your efforts:**

**SET UP DUTIES include:** Pickup and transport needed tabling items. Once on site, setup canopies, tables, linens and chairs. Organize tables with promotional flyers, SWAG, raffle/drawing supply, surveys and voter registration materials.

**EQUIPMENT/SUPPLIES include:**

- Canopies, Tables, Linens, and Chairs
- Raffle Tickets w/ Drawing Bin
- Flyer Bin w/ SWAG
- Snacks & Drinks
- Voter Registration Materials

**ON-SITE DUTIES include:** Keeping an organized line of people; distributing ASI event flyers and promotional items; assisting with daily raffle/drawing; handing out/collecting surveys and volunteer interest signups; and offering voter registration opportunities.

**CLEAN UP DUTIES include:** Neatly packing up left over promotional flyers, SWAG, raffle/drawing supply, surveys and voter registration materials. Please fold the table linens. Also, survey the tabling area and pick up any accumulated trash. Breakdown and return the utilized equipment back to ASI and ready for the next tabling crew.

Thank you for your time and effort in making our ASI Tabling Initiative a success.

**Questions/Comments?** Please contact xxxxxxx, ASI xxxxxxxx or xxxxxxxx, xxxxxxxxxx at cell number (xxx) xxx-xxxx.

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