Central Coast
Conservatorium
Of Music

CENTRAL COAST CONSERVATORIUM OF MUSIC

EVENT/PROJECT PROPOSAL

EVENT TIMEFRAMES:

Note: Event proposals must be submitted at least 90 days in advance of the proposed event. The Marketing Specialist must be engaged at least 60 days in advance to plan the event promotions.

KEY MILESTONES	RESPONSIBILITY	TIMEFRAME
Submit event proposal and budget for approval	Event Owner / Event Coordinator	90 days in advance
Book venue and equipment	Event Coordinator	90 days in advance
Prepare event promotions and marketing plan	Marketing Specialist / Event Coordinator	60 days in advance
Prepare run sheet and event documentation	Event Coordinator	30 days in advance
Confirm all details with attendees	Event Coordinator / Marketing Specialist	The week before
Setup / run / pack up event	Event Owner / Event Coordinator	On the day

APPROVALS PROCESS:

STEP 1: Submit event proposal and budget templates to the Event Coordinator.

STEP 2: Event and budget will be assessed by the Management Team. They will inform you of whether your proposal has been approved.

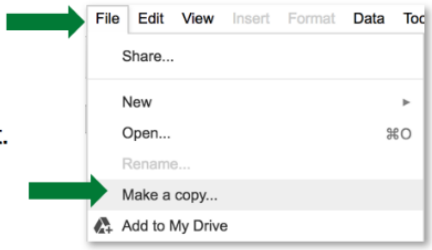
STEP 3: If approved, the Event Coordinator will contact you to prepare an Event Logistics template and organise the event.

How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



EVENT PROPOSAL

EVENT/PROJECT NAME:	
VENUE:	
DATE:	
EVENT OWNER:	

EVENT PURPOSE / SYNOPSIS:	
OBJECTIVES:	
AUDIENCE:	
NUMBER OF ATTENDEES:	
KEY PERFORMERS / EDUCATORS / STUDENTS	

BUDGET

Please complete an event budget - the template can be found here:

https://docs.google.com/spreadsheets/d/1Ew2TFBbxQIahelMahgTyVs2XV11YIEpSHkrjEf36_rY/edit?usp=sharing

Please note that no event proposals will be considered without an event budget. If you

require assistance with this, please contact the Event Coordinator nicky.castle@cccmusic.nsw.edu.au.