

Event Outline for Student Organizations



California State University, Los Angeles

Name of Organization:

Event Contact Name:

Name of Event:

Location:

Event Date:

Begin Time:

End time:

Estimated Attendance:

Please answer the following questions:

1. What are the goals of the event?

2. How will this event and its goals serve the greater purpose of your organization?

3. Program Format: Please give a brief outline of the event's content in order of occurrence;

Start of Event
I
II
III
IV
V
End of Event

This Event Outline Form is used for planning purposes only and should be used in conjunction with the Event Registration Form. If your organization is required to submit this form, please do so as part of the event registration process. Should you need to include more information about your event please feel free to attach additional sheets.