

# A.S. PROPOSAL MULTI-DAY EVENT FORM

## EVENT or FIELD TRIP INFORMATION

**ON-Campus or SMC Satellite Campus Events:**

- One Multi-Day Event per form & per proposal
- Complete the table below.

**Off-Campus Field Trips (any club event NOT held on a SMC campus):**

- Complete Table Items below: # 1 through #4 & #19 (#17 if applicable); and
- Attach the information page of the field trip destination, with the complete address and phone number.
- You will need to submit a list of the students with their SMC ID#'s & the new Field Trip Group Form.

**Event or Field Trip:** If you are serving food at your event or having a field trip bar-b-q / picnic: download & attach the LA County Health Form from the AS Website.  
Individually Pre-packaged food by a licensed manufacturer is exempt.

Event or Field Trip Requests: Equipment is only for On-Campus Events.	<i>M, T, W, Th, F, Sat, Sun</i> Day #1: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #2: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #3: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #4: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #5: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #6: (type in weekday)	<i>M, T, W, Th, F, Sat, Sun</i> Day #7: (type in weekday)
1. Date (i.e., 2/16/10)							
2. Title							
3. Location							
4. Time (i.e., 1pm-3pm)							
5. Sound System							
6. Microphones							
7. Podium							
8. Podium with Microphone							
9. Canopies (6 available)							
10. Tables (15 available)							
11. Chairs (26 available)							
12. Equipment Set-Up Time							
13. Equipment Pick-Up Time							
14. Event Layout diagram:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:
15. List Free Giveaways							
16. List Items for Selling							
17. Health Form for Food:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:
18. Event Itinerary	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:	Attached- Y / N:
19. Full-Time (FT) Advisor Supervising before, during, and after the Event or Field Trip.	Name: Sign:	Name: Sign:	Name: Sign:	Name: Sign:	Name: Sign:	Name: Sign:	Name: Sign: