**Event Proposal (International Students) \*Required**

1. \*Event Title：
2. \*Event Date：
3. \*Event Place：
4. \*Event Objective：
5. \*Expected Participant(s)：
6. \*Host Organization(s)：
7. \*Procedures & Preparation：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item/Sample** | | **Time** | **Contents** | **Needed Equipment** | **The person in charge** | **Preparatory Students** | **Note** |
| 1 | Opening  Ceremony |  |  |  |  |  |  |
| 2 | Foods |  |  |  |  |  |  |
| 3 | Trinkets |  |  |  |  |  |  |
| 4 | Performance |  |  |  |  |  |  |
| 5 | exhibition |  |  |  |  |  |  |
| 6 | etc. |  |  |  |  |  |  |

1. \*Division of Labour：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | | **Name** | **Phone Number** | **Contents** |
| 1 | Chief Director |  |  |  |
| 2 | Contact Person |  |  |  |
| 3 | Decorator |  |  |  |
| 4 | Sound Person |  |  |  |
| 5 | Stage Prop |  |  |  |
| 6 | Costume |  |  |  |
| 7 | Photographer |  |  |  |
| 8 | Finance |  |  |  |
| 9 |  |  |  |  |

1. Remarks：

|  |
| --- |
|  |

1. \*Budget：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item** | **Contents** | **Number** | **Unit Price (NT$)** | **Subtotal (NT$)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Total** | | | | **NT$** | |

1. \*Feedback (submit a week after the event)：

1. The most successful matter during this event？

2. Things that needed to be improved this time？

3. The most important things that the local students assist？

4. Event photos：(3-6 pieces)