**Event Proposal Submission form**

*Complete proposals should be submitted to Lucian Stephenson (**lms56@cam.ac.uk**) by 5pm on Friday 23rd of October 2023.*

**Organisers**

Name of organiser(s):

Departments/Faculties:

Email addresses:

**Event**

Title:

Proposed date:

Proposed location:

Event description (max 500 words):

*Please include, where possible, names of proposed speakers, potential themes to be covered, target audiences, as well as any collaborators on the event.*

**Draft Budget**

*Feel free to edit rows as needed, and to delete italics*

|  |  |  |
| --- | --- | --- |
| **Income source** | **Amount** | **Notes** |
| lgbtQ+@Cam  |  | *Up to £500* |
| Ticket sales |  | *We prefer events to be free of charge, where possible, but we understand if this is not viable.*  |
| Other Funding |  | *Please indicate other sources of funding, and whether they are pending or successful.*  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Cost** | **Amount** | **Notes** |
| Venue |  |  |
| Tech |  |  |
| Speaker costs |  |  |
| Catering |  |  |
| Entertainment |  |  |
| Other |  |  |
| **Total** |  |  |

*Please contact Dr Geoffrey Maguire (**gwm23@cam.ac.uk**) and Dr Marcin Smietana (**ms935@cam.ac.uk**) with any questions about this proposal, or Lucian Stephenson (**lms56@cam.ac.uk**) with any questions about the administration of the event.*