# GT5.2 Events proposal form

**Please see events proposal guidance (GT5.1) to assist you when completing this form. Please submit as far in advance of the event as possible.**

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| **Group name and main contact for this proposal** |
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| **Event/workshop/training course title** [ the short title] |
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| **Summary** [c.250 words which sum up what the event is about; how does it relate to your group aims and three-year plan? Can include agenda if known] |
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| **Training providers/Speakers** [Basic and short biography of those giving the training, with contact details where appropriate]  |
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| **Date and location** [When are you planning to run the course? Is it digital online, hybrid, do you require an online platform to host from or have you found a suitable venue/location, eg the town or city] |
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| **Indicative costs, estimated number of attendees and how much they will pay to attend** [Will there be running costs associated (attendee money can cover this)? See below] What will you be charging for the event/ course? This should cover the basic costs below. **NB** Use the proposal budget form to assist (GT5.3). Please allow a small charge for staff time  |
| Please consider the following costs that could be involved* Number of attendees (estimated):
* Attendees cost (can have a cost for members and then a higher cost for non-members who can then join the group):
* Training providers costs:

If in person* catering, tea/coffee costs (estimated):
* venue hire fees, equipment, printing:
* If filming or live streaming and adding captions:
* Travel costs for committee and training providers/speakers:
* Staff time for administration of bookings, publicity, CPD certificates & badges (if in person):
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| **Benefits** [How will this event benefit CIfA and group members? Will it help recruit new members, or does it benefit the profession more generally? Early careers training?] |
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| **Outcomes** [What are the learning outcomes if it is a CPD event? (See Guidance on mapping short courses, GT5.4) Will there be any publication or articles linked to the event, or will it result in updates in CIfA publications (such a professional practice paper/fact sheet, Standard and guidance etc)?] |
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| **Marketing**  - How do you plan to market/publicise the event? We can support promotion of your event via our existing channels (once agreed). |
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| **Survey** [Would you like us to issue a post-event survey?] |
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Please send the completed form and draft budget form to the Events Manager at *conference@archaeologists.net* and to groups@archaeologists.net.

If you have any questions, please get in touch.