

Program Approval

Basic Information

Event Name

Description

Staff Responsible

Dates

Start Date - Start Time

End Date - End Time

Objectives

Event Category (Academic Support, Closing Social, Healthy Lifestyles, Opening Social, Passive Program, Personal Growth, Recurring Program, Social Responsibility, Traditional Program)

Learning Outcome

Target Audience

Location Tags

Location Details

Audience

Planning

Pre-event Tasks

Publicity Plan

Budget

Budget Total

Budget Breakdown

Program Assessment

Basic Information

Number of Attendees

Total Expenses

Summary and Future Suggestions

Learning Outcomes

Evaluation