

Activity Proposal

Activity	
Purpose	
Target Group and Number	
Person-in-charge	Teacher-in-charge: _____ Student-in-charge: _____
Procedure	<ol style="list-style-type: none">1. Activity date, time and location2. Registration method: Deadline, time and location3. Promotion method4. Manpower allocation (before, during and after the activity)5. Activity flow6. Venue arrangement

Schedule	
Material	
Budget	
Alternative plan	