**Planning Event Activity**

The Spanish Town Community Youth Club wants to put on a Christmas function to treat seniors and children.

Construct a draft proposal to obtain sponsors for the event, by completing the details of the following elements in Table1. The first element has been done for you.

**TABLE 1: DRAFT PROPOSAL FOR CHRISTMAS FUNCTION**

|  |  |
| --- | --- |
| **Element** | **Details of the Element** |
| Host | The Spanish Town Community Youth Club |
| Objectives | 1. ...............................................................................................   ……………………………………………………………...  ……………………………………………………………...   1. ……………………………………………………………...   ……………………………………………………………...  ……………………………………………………………... |
| Target Audience | 1. ............................................................................................... 2. ……………………………………………………………... |
| Activities | 1. ............................................................................................... 2. ……………………………………………………………... |
| **V**enue  ( Include details of the suitability of the venue) | * ……………………………………………………………   …………………………………………………………….  …………………………………………………………….  ……………………………………………………………  ..…………………………………………………………. |
| **B**udget Categories | 1. ............................................................................................... 2. ……………………………………………………………... |