**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**

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| --- | --- |
| **Element** | **Details of the Element** |
| Host | The Spanish Town Community Youth Club |
| Objectives | 1. ...............................................................................................

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| Target Audience | 1. ...............................................................................................
2. ……………………………………………………………...
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| Activities | 1. ...............................................................................................
2. ……………………………………………………………...
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| **V**enue( Include details of the suitability of the venue) | * ……………………………………………………………

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| **B**udget Categories | 1. ...............................................................................................
2. ……………………………………………………………...
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