

Please check the applicable category:

Business

Culture and Education strengthening of Networks

 Networking

 Others

The Japan-America Society of the

State of Washington

**Event Concept Paper**

**The Event must help drive JASSW’s mission forward.**

**Event process**

**The Event Committee chair and the JASSW Executive Director will determine the proposals.**

Event Sub-committee

Each event will take a sub-committee who commits to making the event a succes. Sub-committee members will contribute by volunteering at the event, helping with marketing, etc.

**Must submit an event concept sheet to the Event committee chair and JASSW Executive Director by September**

* Writing an event concept sheet will give us a better idea of the goal for the event including expense and revenue, as well as an event format.

1. *Within mission?*
2. *Financially viable?*
3. *Levl of risk?*
4. *Audience?*
5. *Staffing required?*
6. *Logistics detailed and secured?*
7. *Fit into calendar?*

* **Any event or project proposal must be made by the person who would like to bring the event on behalf of JASSW. Once the event has been agreed to, the event applicant becomes the leader of the event.**

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1. Tentative Title of Event

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1. Applicant Information

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| Applicant (Leader) |
| Applicant’s contact information  E-mail  Work Phone  Cell phone |
| JASSW Member or not?  Yes No  Belonging other organization? |
| Candidates for Sub-committee member(s) |

1. Event Description: (includes event objectives, methodology, anticipated outcomes and dissemination plan, and intended audience of event.

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1. Proposed Event Date and Possible Venue

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| (Month/Day/Year) | Possible Venue |

1. Japanese Collaboration

Please indicate the organizational affiliation of each as well as what from the participation/collaboration will take.

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| 1. Japanese Collaborating Organization(s): 2. Japanese Collaborating Organization’s including the form the participation/collaboration will take: |

1. Other National Collaborators and Participants

(Please indicate the country of origin and organization affiliation of each as well as what form the participation /collaboration will take.)

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1. Event Timetable: (Please indicate type of event, timing, and location in chronological order)

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1. Project Cost: Expenses such as Venue, Printing, Meal and Drink.

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| ■Total Project Cost: US$ |

1. Possible Event Sponsors (Expected Revenue including Admission)

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