Sample Event Outline

Event Title:

Basic Description:

Purpose (how will this event create a positive learning experience for girls?):

Audience:

Minimum and Maximum Number of Participants:

Participant Fee:

Duration/Time:

Venue:

Projected Outcome(s):

Collaboration/Partnership Opportunities:

Materials/Supplies Needed:

Equipment Requests:

Costs:

Volunteer Roles Needed:

Event Logistics:

Activities: