**Sample Calendar of Events**

**How to Use This Template**

A proposed calendar of events gives the Student Organization Review Committee and new student organization application reviewers a better understanding of how frequently your group will meet, what it wants to accomplish, and what type of events you might host.

In the template below, you will find an outline of a generic calendar of events. In each section, there are instructions on how to make this template your own. Words written in green are instructions. Words written in blue are an notes or questions to consider. Words in black must be included.

Need help? Email [clubs@creighton.edu](mailto:clubs@creighton.edu) or visit our office in Skutt 120.

**Important Note: Delete the section above before submission!**

Insert Organization Name Here Proposed Calendar of Events

[Insert organizational mission statement here. The mission statement can be a few sentences that answers the questions listed below]

Use the following prompts to help you create a proposed calendar of events. Your calendar should include the following information:

1. How often will your club/organization meet?
   1. Frequency of executive meetings
   2. Frequency of general membership meetings
2. How often will your club/organization host events?
   1. Frequency of hosted events
   2. Type of hosted events
      1. Lecture, film, concert, guest speaker, field trip, conference, etc
3. How often will your club/organization participate in outreach?
   1. Frequency of outreach
   2. Type of outreach
      1. Service to community, service to campus, tabling, etc
4. What other events are you planning on hosting?
   1. Please be specific