

**Alamance Community College
Student Government Association
PROGRAM PLAN OF EXECUTION FORM**

*(Note: this form must be completed at least **two weeks** prior to the scheduled activities.)*

Club/Group Name: _____

Club President: _____

Event: _____

Date of Event: _____

Place of Event: _____

Time of Event: _____

Purpose of Event: _____

- Community Service**
- Club Awareness Activity**
- Educational**
- Fund Raiser**
- Social Event**
- Other – Explain:** _____

Specific Activities of Event:

Equipment needed (be specific as to tables, outlets, other facilities needed, etc.)

Date	Bookstore Manager (Required if selling / serving T-Shirts or Food)	Snack Bar Manager
Date	Club Advisor	
Date	SGA President	
Date	SGA Advisor	
Date	Dean of Student Development	