

Event Proposal Form

Name: Alessandra Oppus

Building/Community: Polly O'Meara Doyle Hall

Event Title: Holiday Far from Home Party

Event Type: Social

Proposed Event Date: December 23, 2025

Proposed Time: 5:00 pm to 7:00 pm

Event Location: Great Room

Expected Attendance: 50 people

Brief Description of the Event: Residents are able to come and celebrate the holidays with other residents, have fun with karaoke and board games, and eat traditional Filipino food that is served during the holidays (gluten free, vegan and halal for all residents to eat).

Learning Outcomes/Goals: No one should feel alone during the holidays, holidays where most people will be out with their families. Residents will be able to hang out with other people, enjoy themselves with games and karaoke, and enjoy the food. Residents will walk away with a sense of feeling home for the holidays, enjoyed being around a community and be full of warmth and food for the holidays.

Target Audience: All Polly O'Meara Doyle Hall residents

Asking Budget: **\$400**

Description for budget:

- Catered Food from Tambayan Filipino Eatery:
 - Pancit Bihon Chicken ½ tray - \$49.00
 - Lumpia Shanghai Chicken 100 pcs - \$60.00
 - Fried Rice Beef ½ tray - \$70.00
 - Leche Flan ½ tray - \$40.00
 - Chicken Adobo ½ tray - \$85.00
 - Total: \$304.00 + taxes: \$23.90
 - 15% discount
 - Final total: 282.30
 - Christmas bags with small gifts:
 - 50 pcs Christmas treat bags - \$8.99
 - 50 pcs Christmas Hand cream - \$23.96
 - 50 pcs Retractable badge keychain - \$22.99
 - Total: \$55.94 + taxes: \$5.90 = final total: \$61.54
 - Drinks: will be bought anything left from the \$400
 - Sodas
 - Juices
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Marketing and Promotion:

How will the event be advertised: Flyers and Email. Will be putting up flyers around the dorms and slip flyers under their doors

Marketing Plan/Timeline: Put up flyers two weeks before the event