

SEMINAR PROPOSAL FORM

1. **Name of the organizer /organization:**
2. **Type of Seminar (Please tick one):**
 - a. Area Seminar (AS) b. State Seminar (SS)
 - c. National Seminar (NS) d. Special Leadership Seminar (SLS)
3. **Target Group :**
4. **Expected number of participants:**
5. **Proposed dates:**
6. **Place/ City:**
7. **Venue** (where the seminar will be held):
8. **Proposed Subjects** (Please consult subject guidelines or Haggai Institute Representative in this regard) :

<u>Subjects</u>	<u>Subjects</u>
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

9. **Proposed Faculty:** (Faculty needs to be lined-up in consultation with the Haggai Institute Representative):
10. **Registration Fee:**
11. **Do you need National Common Brochure or will produce your own Seminar Brochure? If yes, how many copies?** (Minimum contribution for each copy is Rs. 10.00) :
12. **Key Contact person:**
 - a. Name:
 - b. Full Postal Address:
 - c. Mobile Phone:
 - d. Land line Phone:
 - e. Email address:

Date:

Signature:
Name:

13. Finances:

a. **Expenditure budget** (This is just a guideline. Organisers may add/subtract to suit their need)

- i. Food and snacks :
- ii. Hall expenses :
- iii. Photocopying / Stationary :
- iv. Transport :
- v. Faculty travel / Hospitality / Honorarium :
- vi. Donation to the Haggai Institute national ministry (OPTIONAL) :
- vii. Others :
- viii. TOTAL :

b. **Receipt budget**

- i. Proposed registration fee per participant :
- ii. Donations :
- iii. Other :
- iv. TOTAL :

14. Responsibilities

a. Name of the Seminar Coordinator (For AS) / Resident Coordinator (SS/NS)
(Seminar Coordinator / Resident Coordinator has to be Trained Anchor Person.
However, please consult Haggai Institute Representative in this regard)

:

- b. Prayer :
- c. Treasurer :
- d. Recruiting :
- e. Physical arrangements :
- f. Catering :
- g. Transportation :

**Place
Date**

Signature of the Organiser