**NAME OF THE EVENT:** Operation Give to Our Youth

**DATE OF THE EVENT:** Proposed 15 August 2016

**EVENT ORGANIZERS**: Jamaica Giving Heart Inc.

**VENUE FOR THE EVENT:** Killeen Civic and Community Center.

**PURPOSE:** Make school a better place for both students and teachers by the simple act of providing school supplies.

**Detailed plan of the event**:

* Special volunteers will be there to manage and attend to the participants
* Killeen Police and Firefighters will be present to give a block of instruction on bike safety, latchkey kids’ safety, car seat safety, and school zone safety.
* There will several booths set up by local vendors within our community. Booth prices will vary from Sponsorship donation and sizes of booths.
* Strict security system is to be enforced as important people and children will be present.
* Looking for help from the Mayor, Chief of Police, Fire Chief, and the KISD school board. The event is to show the positive within our schools and not to focus on the negative. Let’s show that KISD and Killeen is concerned about our children futures and their education.

**Publicity Management of the event:**

* Publicity of the event would be managed by the radio stations.
* All the esteemed Newspapers will publicize this event.

**ESTIMATED BUDGET FOR THE EVENT:** $ 10000

**Last date of collecting sponsorships**: 31 July 2016

All interested sponsors are requested to submit their forms at the earliest, as selection would be done on first-come-first-served basis for booth space and location. The proposal is to call out the sponsors who wish to be a part of this prestigious event. All contributions will be appreciated by the organizers and will be duly awarded in the course of the event. We request the entities/ organizations/ individuals who wish to contribute in the sponsorship of this event, to kindly respond to the proposal at the earliest.

**For Further Details Contact:**

Jamaica R Mitchell

Head of event planning and management

Call: 254-383-7977

Contact email: jamaicagivingheartinc@gmail.com

Proposal signed by-

[**Jamaica Mitchell**]