



Project proposal 項目建議書

Organization Name	Hong Kong Stoma Association
Project Name	World Ostomy Day Carnival 2025
Period/ Date	4 th October 2025(Saturday)
Time and duration	10am to 5pm (7 hours)
Venue and address	Lok Fu Place 198 Junction Road, Wong Tai Sin District, Kowloon
Fee	Free-of-charge
Objective	This is a celebration every 3year for ostomy patient. To organize a and 1-time off mass event in public estate. To draw public attention and target to publicity, and HKSA members, and raise the awareness of Ostomy and colorectal cancer prevention to our community.
No. of beneficiary	1,000 people (guest, visitors, members, public, etc)
Service Target	HKSA members, visitors in LokFu plaza, nurses, guests, public
Host/ Organizer:	Hong Kong Stoma Association
Co-organizer list	Home Affairs Department Hong Kong Enterostomal Therapists Association Association of Hong Kong Nursing Staff
Contact Information	Hong Kong Stoma Association No. 14-15, G/F, Lung Fook House, Lower Wong Tai Sin Estate, Kowloon, Hong Kong.

Tentative Programme rundown and element

Session	Item/element
1. AM session (10am-1pm) - Setup, preparation and testing - MC announce Event start - Open ceremony - Booth exhibition start - Guest tour and photo time	Welcome speech Opening Ceremony (Ribbon Cutting), Photo time Speech (TBC or funding representatives) Acknowledgment Game booth/service exhibition time (11am-4pm)
2. PM session (2-5pm)	Cancer prevention talk (30 minutes), Performance (Volunteer choir of the Nursing association, kindergarten performance, etc).



Recruitment & Publicity:

1. Promotion preparation list: design + printing leaflets, on-site cards + printing + newsletters, online promotion.
2. Promotional arrangements: Centre website, newsletter, Facebook (advertisement), banner in Lok Fu (by East Kowloon Residents Association), co-organiser partner's promotion (if any).

Evaluation:

1. Evaluation on number of participants.
2. Verbal feedback from organizer/community partners/participants.
3. Observation from on-site.
4. Online google form (for written data collection if required).

Budget:

Income		Expenditure	
Item	Amount	Item	Amount
A. Fee income \$0 X 1,000 participants	\$0	1. Venue rent	\$10,000
B. Other income		2. Production house setup and rent	\$24,500
C. Funding sponsorship	\$45,000	3. Volunteer traveling cost(\$90@ x40)	\$3,600
		4. Speaker traveling cost (\$200@)	\$400
		5. Event gift (\$5 X (1000+200extra)	\$6,000
		6. Award, gift and souvenir	(\$1000)
D. Centre subsidy	\$1,000	7. Printing and stationary	(\$1000)
		8. Promotion material	\$2,000
		9. Transportation cost (delivery cost)	\$400
		10. Miscellaneous	(\$1000)
Total Income : \$ 46,000		Total Cost : \$ 46,900	

Responsible staff: April Chan Date : _____

Name of staff: April Chan _____

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