

Special Events Fund
Application

Name: _____

Year: _____ Box: C-_____ Phone Number: _____

Email: _____

Co-Sponsors (*if applicable, please include contact information*):

Event Title: _____

Expected Date of Event: _____

Location of Event: _____

Open to: (please circle those that apply)

BMC Bico Trico Outside Community

Recommended Donation for BMC Community: _____

Tri-Co/Outside Community Suggested Donation or Ticket Price _____

Please include the following in your application packet

- Event Description (paragraph)
- Detailed Preliminary Timeline
- Answer the following questions
 - Why do you think this fulfills a need on campus?
 - What experiences do you have in planning events of this size?
- Itemized Budget

Please include any preliminary correspondence or information regarding the event, in order to better serve the Special Events Committee in the decision making process.