

Special Events Fund Application

Spring 2010

Name: _____

Class Year: _____ Mailbox Number: _____

Phone Number: _____ Email: _____

About Your Proposed Event

Event Title: _____

Event Co-Sponsors (if applicable): _____

Expected Date of Event: _____

Location of Event: _____

Note: You must reserve space through Conferences and Event prior to submitting this application. Please attach space confirmation from Conferences and Events to this application.

Audience (please circle those that apply): BMC Bi-Co Tri-Co

Please list event ticket price (if applicable):

BMC: _____ Bi-Co: _____ Tri-Co: _____

Please include the following in your application packet

- Paragraph explaining your event
- Detailed Preliminary Timeline
- Itemized Budget
- 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?

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

Applications are due January 22 by 5pm in the Student Activities Office