

Request for Student Activity Funds / Event Proposal

Today's Date:	Name of Club / Organization:	Advisor(s) Signature:
Event Date/Time:	Name of Event:	Location of Event (room requests require 10 business days notice):

BRIEFLY EXPLAIN HOW THIS EVENT WILL BENEFIT THE ATTENDING STUDENTS AND THE LARGER CAMPUS COMMUNITY:

MATERIALS AND EXPENSES:

ITEM WRITE N/A IF NOT APPLICABLE	VENDOR NAME AND CONTACT INFO, AND DESCRIPTION	ESTIMATED COST	TOTAL COST
<i>Food</i>			
<i>PA System/DJ/Band/ Entertainment/Speaker</i> <i>(circle one)</i>			
<i>Sheriff</i>			
<i>Décor</i>			
<i>Give Aways</i>			
<i>Advertisement</i> <i>(graphic design, printing)</i>	<i>Circle requirements and make requests 4 weeks ahead: Flyers Posters Banners Marquee CCTV</i>		
<i>Misc and Media Services Needs (MTIS)</i>			
	TOTAL		

FOR STUDENT ACTIVITY USE: DATE RECEIVED BY OSA: _____

APPROVED _____ DENIED BY: _____ APPROVED ADJUSTED: % _____ = \$ _____