

STUDENT PROGRAMMING BOARD  
**WEEKEND EVENT SUBMISSION FORM**

The Weekend Event Coordinators seek to facilitate creative, student-led campus social activities on the weekends. Ideally, two campus events will be hosted each weekend during the fall and spring semesters. The acceptable hours for the events are: **Friday from 7 p.m. - 1 a.m. and Saturday from 12 p.m. to 1 a.m.** A student organization or campus group (e.g., residence hall) may apply to receive up to \$500 to host a single, on-campus event on a Friday or Saturday night.

The Weekend Event Coordinators will decide whether or not the event would appeal to a large number of the student body and whether or not the event was exciting enough to draw in a large number of the student body. If approved, the Weekend Event Coordinators will determine the amount to be awarded for the activity. The funding provided may only be used for the following: **food/snacks, decorations and supplies necessary to make the event successful.** The Student Programming Board will not provide funding for organizations that wish to buy items to sell for fundraising efforts, or for prizes to be awarded at events. Please budget for the necessary items only, as you may not be awarded the full \$500. Funds will be awarded on a first come, first serve basis.

Contact Person \_\_\_\_\_ Organization/Group \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Box Number \_\_\_\_\_

Faculty/Staff Advisor \_\_\_\_\_

**EVENT PROPOSAL**

Title \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost \_\_\_\_\_

*(Please attach an itemized financial summary, including a description of each expense and approximate cost per item. Please be as accurate as possible, without banking on the full \$500)*

Proposed Date \_\_\_\_\_

Proposed Venue \_\_\_\_\_

Proposed Time \_\_\_\_\_ *(Please include start and finish time)*

Estimated Attendance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Status:  Accepted  Declined

Notes:

Date Received \_\_\_\_\_

Date Accepted \_\_\_\_\_

