

## CLUB EVENT PROGRAM PROPOSAL

**General Information**

Organization Name \_\_\_\_\_

Event Title \_\_\_\_\_

Event Dates \_\_\_\_\_ Type of Events \_\_\_\_\_

Requesting Member Name \_\_\_\_\_

Requesting Member e-mail \_\_\_\_\_

Organizations Advisor \_\_\_\_\_

Advisors e-mail \_\_\_\_\_

Event Time \_\_\_\_\_ Specific location \_\_\_\_\_

Attendance Who may attend? (circle all that apply)

Brookdale students, faculty, administration  
Only Brookdale Students  
Invitation only

Community  
Only Club/Org. Members  
Selling tickets

Expected Attendance \_\_\_\_\_

Are You Charging an Entrance Fee: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes what is the cost? \_\_\_\_\_

**Event Description:** Please provide a brief description of your event, how it fits your mission, any co-sponsorships you have, and whether or not there will be food service.

**Description:** \_\_\_\_\_

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

How Does this event fit into the mission of your organization? \_\_\_\_\_

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

Will you be receiving any help from another club, organization, college department or off-campus group? Yes\_\_\_\_\_No\_\_\_\_\_

If yes please describe the support you are receiving: \_\_\_\_\_

Will you be serving food at your event? Yes\_\_\_\_\_ No\_\_\_\_\_

***If yes do not forget to work with your coordinator to submit an order form to dining services!***

**Funding:** please itemize all expenditures and income for the event.

Cost	Amount	Description
Performer/Speaker	\$ _____	_____
Food	\$ _____	_____
Equipment Rental	\$ _____	_____
Security	\$ _____	_____
Dec./Supplies	\$ _____	_____
Other (Specify)	\$ _____	_____

Total Expected cost \_\_\_\_\_

Income Amount

Please list all co-sponsored amounts you have received from other organizations or departments \$ \_\_\_\_\_

Contribution from your budget \$ \_\_\_\_\_

Expected income from ticket sales \$ \_\_\_\_\_

Total expected income \_\_\_\_\_

Cost minus Income=an amount greater than zero

Then fill in the next line

Total amount requested from the SLB \$ \_\_\_\_\_

*Any decision by the Finance Committee may be appealed directly to the Associate Director of Student Life and Activities. All appeals must in writing and presented to the Associate Director within 72 hours of the Finance Committees decision.*