

# CLUB EVENT PROPOSAL FORM

Please note that completing this form does not guarantee approval. Student Senate will make the final approval for funding the event.

Club/Organization Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Cell #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## **EVENT INFORMATION**

Event title: \_\_\_\_\_

Proposed Event Date(s): \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ Expected Attendance: \_\_\_\_\_

Set-up Time: \_\_\_:\_\_\_am|pm Start Time: \_\_\_:\_\_\_am|pm End Time: \_\_\_:\_\_\_am|pm Clean-up Time: \_\_\_:\_\_\_am|pm

**Brief Event Description:** (Please note that this description will appear on the Student Life web calendar)

### **Target Audience (check all that apply):**

- NCCC Students    Campus Community  
 General Public

### **Admission Requirements:**

- Free Admission    Tickets Sold Pre-Sale Cost: \$\_\_\_\_\_  
 NCCC ID Required    Tickets Sold at Door Cost: \$\_\_\_\_\_

### **Event Location:**

- Main Cafeteria (G-209)\*\*    Fine Arts Theater\*    Gym\*\*    Off Campus: \_\_\_\_\_  
 Other: \_\_\_\_\_

### **Additional Event Needs:**

- Food (Dining Services must be contacted and a Purchase Req must be completed at least 10 business days in advance for any catering needs)  
 NCCC Campus Security    Promotions/Printing    Event Tickets/Admission Fee  
 Equipment Rental – Company: \_\_\_\_\_    Performer/Speaker

**--Please fill out the budget work sheet on the flip side of this form--**

\* Reservations for this space must be requested through Nick Malczewsky (x 5958) and reserved via Facility Usage form by the club advisor.

\*\*Reservations for these locations **MUST** be made via Facility Usage form by the club advisor and forwarded to Student Life (G243).

Special set-up requirements for an event must be submitted via Work Order by the club advisor and forwarded to Student Life (G243).

**All completed forms must be received by Student Life at least twenty (20) business days prior to the proposed event date.  
Once reviewed by Student Life, the proposal will be forwarded to Student Senate for final approval and funding.**

Club President Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Club Advisor Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

### **FOR OFFICE USE ONLY**

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

Received By: \_\_\_\_\_

Student Life Coordinator Initials: \_\_\_\_\_

Facilities Request Submitted: \_\_\_/\_\_\_/\_\_\_

Approval Emailed: \_\_\_/\_\_\_/\_\_\_

## Budget Worksheet

Fees*	Total Cost
Performance Fee	
Performer Meals	
Agency	
Travel	
Lodging	
Other	
Menu*	
NCCC Food Service	
Wegmans/Tops, etc.**	
Other	
Event Production*	
Contest Prizes	
Decorations	
Supplies	
Other	
Student Life Co-Sponsorship***	
Amount Requested	
Total Expenses	
Less Approved Co-Sponsorship	
<b>TOTAL PROGRAM COST</b>	

\* Please attach an itemized list for each applicable category

\*\* If NCCC Food Service cannot provide a food item you are requiring for the event, clubs may purchase those items from an outside agency

\*\*\* If a program cost is more than \$300, clubs may request Student Life Co-Sponsorship of up to 75% of the total program cost

### NCCC Campus Security:

On occasion, Campus Security officers may be assigned to work your event. The sponsoring organization will be responsible for paying an hourly fee for this service.

*Events with the following factors may require the presence of Campus Security:*

- The number of people attending the event
- The age group of those attending the event
- If the event involves a high profile speaker/entertainer
- If the event is open to the public

### Advertising Events:

The following are avenues for clubs to advertise events:

- Stall Street Journal
- NCCC Student Life Facebook
- Student Life web event calendar
- Flyers (must be approved in Student Life prior to hanging on any strips or bulletin boards around campus)

### Contracts for Speakers, Performers, and Presentations:

All contracts and technical riders must be submitted, reviewed, and signed by the Office of Student Life and College Association Business Manager prior to event approval. Students and/or faculty advisors are not authorized to approve or sign any contracts.