



Program Proposal Form

In order to access funds and reserve space on campus it is required that this form be submitted to the Office of Student Life 2-4 weeks in advance (4 weeks in advance for larger-scale programs). Please fill out this form in its entirety. If you have any questions please contact Maggie Stauffer, Campus Programming Coordinator at mstauffer@uarts.edu or 215.717.6973.

SECTION 1 - Organization Information

Name of Student Organization:	
Program Coordinator (Primary Contact):	
Date Proposal Submitted:	
Phone Number and Email Address:	
Additional Program Coordinators:	

SECTION 2 - Program Information

Program or event Title	
Proposed Date:	
Proposed Location:	
Proposed Time of program:	

Please answer the following questions regarding your event.

- 1) Describe and outline the program:
- 2) How does this program fit with the mission of your organizations?
- 3) How do you plan to publicize your program? What is the start date for the publicity?
- 4) How many people do you expect at your event?

Continue to the next page to complete room reservations and funding request

SECTION 3 - Room Reservations

Date(s) Requested:	Building/Room	Set-up Time	Start Time	End Time

Please specify the set-up that this event will require. Please include the number of chairs, tables(*round or 8ft long tables*), and any other technical equipment that you will need (*projectors, screen, sound system, etc.*):

SECTION 4 -Funding Request

Please describe below what aspects of this program require funds. For each expense you must fill in the chart below, including the scope of the expense, the cost (be as exact as possible) as well as the source.

The more specific and detailed information that you provide, the easier it will be for your funds to be approved and for any purchases to be completed.

Expense	Cost	Source
<i>Example 1 : Pizza:</i> - 2 Large Plain Pizzas - 1 Medium Pepperoni Pizza - 1 2Liter Sprite	\$40.00	Pine St. Pizza (215) 922-2526
<i>Example 2: Organization T-Shirts</i> <i>(see design in email)</i> - 4 small, 6 medium, 4 large	\$100.00	Pre-made Design on CustomInk http://www.customink.com/
Total Amount Requested:		

Be sure to check out the funding guidelines prior to filling out this chart. If you have any questions about funding or how to fill out this form please contact Maggie at 215.717.6973 or mstauffer@uarts.edu