

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	
TOTAL PROGRAM COST	

* 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.