



Intercultural Events Committee Event Funding Request

Name of organization: _____

Contact person: _____ Phone: _____

Dollar amount being requested: _____ E-mail: _____

1. Describe the purpose of the event. What is it? What will it accomplish? _____

2. List the location, date and time (be specific): _____

3. Who can attend? Will admission be charged? If so, how much? _____

4. How will the event be publicized (be specific)? _____

5. List all other community and campus groups, organizations or departments that will be involved in the event and the nature of their involvement: _____

6. What will the funding be used for? Be specific and attach a detailed budget. _____

7. List any additional sources of funding: _____

Please send this form and a detailed budget to the Office of Student Affairs & Engagement Programs in the Bertolini Student Center, ATTN: Manager, Student Life & Engagement. The Intercultural Events Committee meets the 4th Wednesday of each month during the academic year. It is helpful to submit the funding request and budget at least three weeks prior to the event.

Please note:

- We cannot fund material items such as costumes or anything that out-lasts the performance or event.
- This event must be open to the public. In-class lectures are not open to the public and so cannot be funded.