Proposal for Funding
Date: ______________________________

GENERAL INFORMATION:

- Name of Club/Organization:
  ____________________________________________________________

- Club/Organization President: _________________________________

- Proposal Submitted By: _______________________________________
  Title/Position: _______________________________________________
  Phone Number: _______________________________________________
  Email Address: _______________________________________________

EVENT INFORMATION: PART I

- Title of Event:
  ____________________________________________________________

- Date of Event: (circle one) – M T W T H F S SU - _____________________________

- Time: From _________ to _________

- Event Description / Purpose:
  (Please use the following space to succinctly describe the nature of your event. Provide a clear synopsis of your event, in terms of why you are proposing it on behalf of your club/organization, its relevance to your club/organization’s purpose, and any other additional information you would like to include)

  ____________________________________________________________
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  ____________________________________________________________

• Type of Event (Check All that apply)
  ___ Concert
  ___ Stage Production
  ___ Lecture
  ___ Panel Discussion
  ___ Reception
  ___ Workshop
  ___ Party
  ___ Dance/Social
  ___ Conference
  ___ Luncheon/Dinner
  ___ Fundraiser: ___________________________
  ___ Other: _______________________________________________

• Area Requested
  ___ Classroom: ________
  ___ Lecture Hall: Carmen Hall B04, B08, B34, B36, B39
  ___ Faculty Dining Room
  ___ East Dining Room
  ___ SLB Conference Room: 102
  ___ SLB Conference Room: 111
  ___ SLB Conference Room: 112
  ___ SLB Central Meeting Hall: 113 (circle one: 113-A / 113-B / BOTH )
  ___ Student Cafeteria (750 Capacity)
  ___ Student Lounge (258 Capacity)
  ___ Amphitheater
  ___ Plaza Areas: Carmen Hall, Shuster Hall
  ___ The Lovinger Theater
  ___ Concert Hall
  ___ Gym
  ___ Dance Studio
  ___ Athletic Field
  ___ Kitchen (SLB 109, Gillet Hall)
  ___ Other: _______________________________________________

• Audience:
  o Target Population: (Describe the specific demographic this event would appeal to)

  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________

  o This event will be for:

  ___ The Lehman College Community Only
    • Students
    • Faculty/Staff

  ___ Lehman Students (with valid I.D.) accompanied by 1 guest
    • Note: A guests must have a valid state I.D. This provision for an event is dependent upon the approval the Office of Campus Life.

  ___ The CUNY-wide community (with valid I.D.)
    • Note: This provision for an event is dependent upon the approval the Office of Campus Life.

  o Estimated Number of Participants: ________________
EVENT INFORMATION: PART II

Use the following chart to detail the use of the requested funding:

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
<th>Estimated Amount</th>
<th>Actual Amount</th>
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</thead>
<tbody>
<tr>
<td>DJ/Speaker</td>
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<td>Public Safety</td>
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<td>Food Service/Catering</td>
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<td>Buildings &amp; Grounds</td>
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<td>Other:</td>
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<td>Other:</td>
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<td><strong>TOTAL:</strong></td>
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</tbody>
</table>

MARKETING PLAN:

Indicate the resources you will be employing to market your event (check all that apply).

- **Flyers** (which must be stamped by the Office of Campus Life and should visibly showcase the Co-Curricular Committee logo)
- **Target Vision** (Powerpoint Advertisement)
- **Classroom Visits/Campus Walks**
- **Social Networking Websites**: (i.e. Facebook, Myspace, Twitter)
- **SA Link**
- **The Meridian**
- **CASA Representatives: Co-curricular Committee Members, Communications Officer, Entertainment Programmer**
- **Tabling Event**
- **Other**: _________________________________
Note: Coming to the Co-curricular Committee meetings prepared with thorough, interesting presentations will allow you to draft your marketing plan. Presentations are expected and should be no longer than 15 minutes in length; they can include, but are not limited to presenting powerpoints/drafts of tentative flyers, interesting skits/performances, background information about the components of the event, etc. Also, be prepared to answer questions related to the development of your event.

I have carefully reviewed my proposal and certify that the information provided is complete and accurate.

__________________________  ______________________________
Club/Organization Representative  Faculty Advisor

For Use by the Office of Campus Life & The Committee of Co-curricular Development
Only

• Date/ Time of Proposal Submission: ______________________________________________________

• Date of Meeting: ______________________________________________________________________

• Status of Proposal:
  Approved: ___  Denied: ___  Tabled: ___

• Signatures:

__________________________  _____________________________
Co-curricular Committee Chairman  Financial Planner
  Board V.P.