

# **Additional Allocations Request - EVENT**

**\*Please attach proof of space reservation for said event on said date.**

**\*\*\*All fields must be completed. Incomplete forms will be returned.**

Organization: \_\_\_\_\_ Is the organization on probation? Y / N

Main Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Venue: \_\_\_\_\_

Number expected at event: \_\_\_\_\_

Is this a collaboration? Y / N If so, with whom? \_\_\_\_\_

Did you request funding for this event in your budget turned in last semester? Y / N

If so, how much was received? \_\_\_\_\_

## **Relevance to Macalester Student Body/Student Organization:**

Please explain why Student Activity Fee dollars should be used to fund this event and the potential benefits of having such an event.

## **Event Overview/History:**

Please explain exactly what will happen at this event, and if the event has happened in the past please give an overview of the success of the event (i.e. number attended, how many times event has occurred, etc.).

## **Plan for Advertising:**

Please explain exactly how you plan to advertise this event.

**Have you requested funds from other sources? (Departments, Dean of Students, Etc.) Y / N If so were you granted funding? Y / N**

**Please specify the sources and amounts requested/received below.**

Source	Amt. Requested	Amt. Received
	\$	\$
	\$	\$
	\$	\$
	\$	\$

\*Please include the complete budget breakdown, including items already funded and/or already purchased.

\*\*Also attach preliminary invoices, quotes, receipts, menus, etc. for prices given.

# Event Budget for \_\_\_\_\_

	Description	Qty	Price	Total	Already purchased
<b>Site</b>					
	Room and hall fees		\$	\$	Y / N
	Site staff/security		\$	\$	Y / N
	Equipment		\$	\$	Y / N
	Decorations		\$	\$	Y / N
	<b>Subtotal</b>		<b>\$</b>	<b>\$</b>	
<b>Advertising</b>					
	Supplies (chalk, tape, etc.)		\$	\$	Y / N
	Photocopying/printing		\$	\$	Y / N
	Postage		\$	\$	Y / N
	<b>Subtotal</b>		<b>\$</b>	<b>\$</b>	
<b>Guests (speakers, musicians, DJ's, etc.)</b>					
	Honorarium/Fee		\$	\$	Y / N
	Transportation		\$	\$	Y / N
	Lodging		\$	\$	Y / N
	Food		\$	\$	Y / N
	<b>Subtotal</b>		<b>\$</b>	<b>\$</b>	
<b>Refreshments</b>					
	Food		\$	\$	Y / N
	Drinks		\$	\$	Y / N
	<b>Subtotal</b>		<b>\$</b>	<b>\$</b>	
<b>Other (please specify)</b>					
			\$	\$	Y / N
			\$	\$	Y / N
			\$	\$	Y / N
			\$	\$	Y / N
	<b>Subtotal</b>		<b>\$</b>	<b>\$</b>	
<b>Total Expenses</b>				<b>\$</b>	
<b>(Funds Received)</b>				<b>\$</b>	
<b>Total Requested</b>				<b>\$</b>	