

PROGRAM REQUEST

Clubs requesting \$500.00 or more must present to the Programming Board.

OFFICE USE ONLY

Date received _____ Initials _____

ALL PROGRAM REQUESTS must be in accordance with the organization's mission as stated in the approved charter.

ALL EVENTS must be registered with the Office of Student Activities and Union Services.

If you need assistance with filling out this form, please go to the SA Business Office, Student Union 428.

PLEASE TYPE OR PRINT CLEARLY

Name of Organization _____ *Check One:*
 Line Item General Programming

Account Number (if Line Item) _____ *Check One:*
 Non-funded Funded

Date submitted _____ Signator on file _____

Title of Event _____

Please attach a typed description and purpose to this request.

Projected Attendance _____ Total Admissions Fee _____

Day and Date of Program _____ Beginning Time _____ Ending Time _____

Location / Destination _____

Contact Person _____ Phone _____ E-Mail _____

Address _____

List of co-sponsorship _____

DETAILED ITEMIZED EXPENDITURES (Must submit at least 2 written price quotes – with competitive pricing)

	PRICE QUOTE REQUESTED	TOTAL AMOUNT APPROVED	
Facilities			A TOTAL AMOUNT REQUESTED \$
Food / Catering			
Speaker / Entertainment			B PROJECTED REVENUE \$
Accommodations			
Transportation			C A - B = \$
Decorations			
Printing			D TOTAL AMOUNT APPROVED \$
Audio / Visual			
Security			

ADMISSION FEE (if any)

All monies collected MUST be deposited in the SA Business Office.
Failure to do so could result in suspension from the Council.

Will admission be charged? Yes No

Student Rate \$ _____ x # of people _____ = \$ _____

General Rate \$ _____ x # of people _____ = \$ _____ TOTAL revenue = \$ _____

FACILITIES / SECURITY

Arrangements must be made through the Office of Student Activities and Union Services, Student Union 211

1. What facility will be used? _____

You must attach a facility contract confirming reservation of space.

2. If off-campus, What facility will be used? _____

Please submit security plan, and requisition form or contract, if needed.

FOOD

Must confirm your event with a purchase order 1 week in advance if using Campus Catering Services.

You must consult with Campus Catering, even if not using Campus Catering.

1. Attach a Requisition form for Campus Catering, or alternate food vendor

2. How many students will be fed? _____

SPEAKER / ENTERTAINER

Only the V.P. for Finance can sign a contract with an outside vendor.

1. Name of speaker / entertainer / or group _____

2. What type of entertainment will be provided? _____

You must attach a bio for the speaker / entertainer. You must attach a description of entertainment.

ACCOMMODATIONS

Please provide competitive prices. Please refer to the vendor listing at www.newpaltzsa.com

1. Where will they be staying? _____

2. How many people will be accommodated? _____

3. How many days will they be accommodated? _____

4. How much will it cost? \$ _____

5. Does the hotel accept purchase orders?

Yes If yes, you must attach a requisition form.

No If no, what will method of payment be? _____

TRANSPORTATION

The SA uses Enterprise for car rentals.

1. How many people will be transported? _____

2. What type of transportation will be provided? _____

If using a rental car(s), you must attach a rental car form.

3. If using a transportation company, please provide name of company _____

4. Do they (transportation company) accept purchase orders?

Yes If yes, you must attach a requisition form.

No If no, what will method of payment be? _____

AUDIO / VISUAL

Please provide competitive prices. Please refer to the vendor listing in Student Union 428.

You must make provisions with SAUS.

1. What services will you be using? Explain:

DECORATIONS

Maximum of \$600.00 per program request. All decorations must be delivered to Student Union 428.

Your organization must compare cost efficiency with different decoration companies. Please attach competitive prices.

1. Where will the decorations be purchased? _____

2. What type of decorations will be needed? _____

3. Do they accept purchase orders?

Yes If yes, you must attach an itemized requisition form.

No If no, what will method of payment be? _____

PUBLICITY

Flyers must be made and posted for every event sponsored by the Student Association. SA recognized organizations are REQUIRED to state in their flyers "Sponsored by the Student Association" whether the program is funded or not. No advertising may be posted before SAPB and the VP for Finance have approved the program. SA will not be held accountable for any falsely sponsored advertisements.

*** If you need assistance please check with SA Public Relations Specialist in Student Union 424.**

1. What type of publicity will be used? *Check all that apply:*

Flyers Posters Radio TV Oracle Fahari / Libertad Other _____

2. Will publicity be used off campus? If so what type? _____

FOR SAPB USE ONLY

- Approved
- Approved with stipulations below
- Disapproved because
- Resubmit because

SAPB Chair _____

FOR SA VP FOR FINANCE USE ONLY

- Approved
- Disapproved because

SA VP for Finance _____