



*Budget & Events Committee Event and Funding Proposal, Spring 2018*

Event Title/Date (if known):\_\_\_\_\_ Fall Term:\_\_\_\_\_ Spring Term:\_\_\_\_\_

Primary Event Contact:\_\_\_\_\_ One-time event or recurring?:\_\_\_\_\_

Club or Organization Name:\_\_\_\_\_

*On a separate sheet of paper (typed), please answer the following questions:*

- *Please describe the nature of the event, its key players, date/time/location and proof that you've reserved space, made A/V contacts and other logistical considerations in advance of proposal submission. (Be Thorough.)*
- *Please describe the goals of the event and how it will contribute to the Bennington community.*
- *Is the balance of your allotted club funds (\$100) considered in this proposal? If not, would you consider using funds to supplement your requested amount?*
- *Include an itemized list of how your proposed budget will be spent. Please be as specific and detailed with your information as possible. For example, consider including an exact proposed budget with a breakdown of costs per item, including any associated transportation, food or hospitality fees.*

*Please e-mail your completed proposal to [budgetandevents@bennington.edu](mailto:budgetandevents@bennington.edu), or return a typed copy to the Office of Student Engagement (Upcaf) not later than 5pm on the Tuesday before a Wednesday B&EC proposal review meeting. A timeline of proposal review dates and times are attached for your review on page two of this document.*

*\*Please allow up to 72 hours for a response following the corresponding review date behind your application.*