



## Student Organization Spring 2010 PAW Event Application DUE FRIDAY, NOVEMBER 13, 2009

### ORGANIZATION INFORMATION

Name of Student Organization: \_\_\_\_\_

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

Position in Organization: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Please list any co-sponsoring organizations: \_\_\_\_\_

### EVENT INFORMATION

Event Title: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Have you already reserved this space?  Yes  No

Will there be an admission charge for this event?  Yes  No (If yes, see PAW Guidelines!)

Please describe your event in detail. What is its purpose? What activities will happen at your event? What kind of audience will attend your event? Etc. (Use back if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the expected attendance? \_\_\_\_\_

Who is the event coordinator (the individual who will be responsible on-site during the event)?

\_\_\_\_\_

### BUDGET

Item	Details – Please Describe	Cost
Food	_____	_____
Entertainment	_____	_____
Giveaways/Prizes	_____	_____
Publicity	_____	_____
Decorations	_____	_____
Other (**see below)	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL ESTIMATED EVENT COST: \$** \_\_\_\_\_

\*\*Is your event taking place *outside*?  Yes  No

If yes, add an estimated \$75 to your expenses for trash cans and clean-up.

\*\*Will you need tables and chairs at your event?  Yes  No

If yes, and if your event is *not* in Webb Center, add an estimated \$100 to your expenses.

**How much of the total event cost are you requesting from PAW? \$** \_\_\_\_\_

Please submit this application to:  
Office of Student Activities and Leadership (2122 Webb Center) – Attn: Nicole Zelazny