

# EVENT FUND REQUEST



STUDENT  
CENTER

DIVISION OF STUDENT AFFAIRS

**Event Management** | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

The Student Center Event Fund is supported through the Student Center portion of the Student Activity Fee to achieve the following goals:

- ▶ to support facility and equipment charges for events designed for Georgia State University students held in the Student Center
- ▶ to provide a variety of activities within the Student Center to support the vitality of the facilities
- ▶ to develop cooperative relationships with chartered student organizations or university-sponsored organizations to support programs and events focused on Georgia State student attendees

Any Georgia State University chartered or university-sponsored student organization may make a request for funding.

## Request Guidelines

Request must be submitted at least three weeks before event.

- ▶ The event must be of broad general interest and focused to the Georgia State student community.
- ▶ The event must be open and free to Georgia State students (however, guests may be charged).
- ▶ The event must promote the goals of the Student Center. (*The mission of the Georgia State University Student Center is to foster meaningful growth opportunities that nurture an inclusive and diverse community through innovative services, programs and facilities.*)
- ▶ Preference will be given to events that are co-sponsored with at least one other Georgia State University chartered student organization.
- ▶ In order to meet the needs of as many organizations as possible, the funding limit will generally be \$500 per event. However, consideration may be given for a greater funding amount if warranted for special events.

### Responsibilities of Partners

#### Requesting Organization

- ▶ Ensure that the program is directed toward Georgia State University students.
- ▶ Plan and implement the program.
- ▶ Credit the Student Center in the program publicity. (Email [scmarketing@gsu.edu](mailto:scmarketing@gsu.edu) for promotional guidelines immediately upon funding approval.)
- ▶ Meet with Student Center staff to make facility arrangements.

#### Student Center

- ▶ Provide advice in planning and promoting the program.
- ▶ Support all or part of the Student Center facility, equipment and tech charges for the event.
- ▶ Bill event charges to the Student Center Event Fund. For partial support, split invoice between the sponsor and the Event Fund.

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Center Room(s) Being Used \_\_\_\_\_

Organization/Department Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Campus Mailing Address \_\_\_\_\_

Name(s) of Co-sponsoring Organization(s) \_\_\_\_\_

Event Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions?** Contact Event Planning Manager | [scevents@gsu.edu](mailto:scevents@gsu.edu) | 404-413-1874 **MORE ON BACK**

How does this program promote the goals of the Student Center? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Budget *(Please attach a detailed budget including other funding sources for this event.)*

Estimated Student Center Event Costs \$ \_\_\_\_\_ Financial Support Requested (Only Student Center costs may be considered.) \$ \_\_\_\_\_

*Please attach the Event Status Sheet you received from the Student Center Event Management Office.*

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FOR STUDENT CENTER USE ONLY

Recommendation:  Approve  Deny Associate Director \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_  Denied Other \_\_\_\_\_

Boyd Beckwith, Senior Director \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Funding will not exceed the actual charge or the approved funding limit.

Date Decision Email Sent (and copied to Business Manager) \_\_\_\_\_

Notes \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_