



**CULTURAL/SOCIAL EVENTS AND SPEAKER SERIES
EVENT FUNDING
APPLICATION FORM**

Date of Event: _____

Event Category:

Cultural/Social Event

Speaker Series

Title of Event: _____

Date & Time of Event: _____

Location of Event: _____

Actual Attendance of Event (Grads / Non-grads): _____

Total Event Budget: _____

Other Sources of Funding:

	Name of Organization	Amount	Contact Information
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____

Amount Approved by GSO Senate: _____

Event Organizing Committee Information:

	Name	E-Mail	Phone #	Grad Student?
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Name of sponsoring group (if applicable): _____

Number of members of sponsoring group (grads / non-grads): _____

If a club, have GSO club funds been requested? YES NO

Supporting Documentation:

- Description of Event** – Up to 250 words describing your event, including background info and relevance to graduate students.
- Detailed Event Budget (predicted and actual)** – The detailed budget approved by the GSO Senate, AND the actual cost of each line.
- Event Advertisement** – A copy of any material used to advertise this event, including the email sent to the public relations coordinator.
- Event Report** – Summary of the event held, including highlights and attendance figures, emailed to the public relations coordinator.
- Reimbursement Information** – Name, address, student ID#/SSN and amount for each person to be reimbursed; any required IRS W-9 and GSO Services Rendered statements.
- Receipts** – **ALL ORIGINAL RECEIPTS** for claimed expenses.