

Special Programs and Events Committee (SPEC) Funds Request Application

Due at least 3 weeks prior to event, by noon on Fridays. Turn in completed forms to Collis 303.

THE FUNDING PROCESS

Step 1.

- Plan your event, and calculate your budget.

Step 2.

- Apply for SPEC funds if your total budget is \$5,000 or more.
NOTE: events over \$5000 are NO LONGER eligible for co-sponsorship funding from COSO, PB, SA, CGB, or GLC.
- Forms are due in Collis 303 by noon on Fridays. The following Monday you will present your proposal to SPEC. You will be contacted with their decision immediately.

Step 3.

- Return the event review form and all event receipts to the Student Activities Office by noon on the Friday following your event.

EVENT INFORMATION

Sponsoring Recognized Student Organization:

Event Title:

Event Date(s) and Time(s):

Event Location:

Expected Attendance:

Description of Event:

- Has your group sponsored this event or a similar event in the past?
If so please include:
A. Past attendance:
B. Past contribution from PB, COSO, CGB, GLC, SA, and/or COCO:
C. Past contribution from your group:
D. Past contribution other outside funding sources:
- What is your group's publicity plan for this event?
Please attach sample of poster (if available)
- Ticket Prices (if applicable):

BUDGET WORKSHEET

Complete this budget worksheet or attach your own

	Description	Total Event Expense	\$ Requested from SPEC
ENTERTAINMENT			
	Professional Performer or Speaker Fee		
	Student Performer Fee		
	Movies Rights		
FOOD			
	Snacks/Meals for Event		
	Snacks/Meals for Performer		
TRAVEL			
	Lodging for Performer		
	Travel for Performer		
ADVERTISING			
	Posters, banners, flyers, etc.		
SET-UP			
	FO&M (if required)		
	Sound, Lighting, & Staging		
	Safety & Security (If Required)		
ADDITIONAL			
	Decorations		
	Costumes		
Total Event Expenses =			

See attached sheet for overview of SPEC funding guidelines. **Retain receipts for all purchases.**

FUNDING SOURCE WORKSHEET

FUNDING SOURCE	CONTRIBUTION	STATUS (Confirmed/Pending)
Your Organization		
SPEC Request		
Other funding sources:		
1.		
2.		
Total Funding =		

CONTACT INFO

Main contact person for this event: _____

Phone number: _____ HB: _____

Make a copy of this completed application for your records and for reference

FUND TRANSFER INFO

Please select the best way to transfer funds to your organization

- For Organizations **With** Dartmouth Accounts
Transfer funds to Dartmouth College chart string (account number):
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- For Organizations **Without** Dartmouth Accounts
For organizations with a bank account outside of the Dartmouth accounting system.
 - *Check payable to:*

(Organization Name)

(Organization Campus Address)

- *When the check is ready:*

Mail the check to: _____
(Name)

(HB)

FOR SPEC USE ONLY:

Organization Name: _____	
Event Name: _____	Event Date: _____
Total funding approved by SPEC: \$ _____ . _____	
Funding approved on (date): ___/___/___	
By: _____	X _____
Print Name	Signature

EVENT REVIEW FORM

This event follow-up is due by Noon on the Friday following your event

Event Info

Sponsoring Organization:

Event Title:

Date(s) and Time(s):

Location:

Expected Attendance:

Approximate Actual Attendance:

Attendance Breakdown

Dartmouth Undergraduate Students:

Community Members (anyone who is not a Dartmouth undergrad):

Financial Info

Co-Sponsor(s):

include final amount received:

Your Group's Monetary Contribution:

SPEC Funding Received:

Any unused funds must be transferred back to SPEC

Event Feedback

Was there anything that did not go as planned?

Do you plan on having this event again in future? What would you change to improve the event?

In an effort to better assist groups in planning events please tell us how SPEC can help improve the funding process:

Attach all receipts, invoices, etc to the back of this page