

Programming Board Co-Sponsorship Application

Dartmouth College – Hanover, New Hampshire

THE FUNDING PROCESS

Step 1. Plan your event, and calculate your budget.

Step 2. All groups must approach their parent department (ex: COSO, Tucker, Athletics, Rocky) for co-sponsorship funds before applying to Programming Board.

Step 3. Apply for Programming Board funds

Step 4. If you have not raised enough funds at this point, reevaluate your budget or seek other funding sources. You can always reapply to Programming Board before your event for additional funds.

Event planning can be a difficult process; PB is here to help your event be a success.

Come to office hours Thursdays and Sundays 6-8pm in **Collis 209** for help with funding applications, general event planning advice, and tips to help cut costs.

EVENT INFORMATION

1. Sponsoring Organization or Individual:

Size of active membership:

2. Event Name:

Date(s) and Time(s):

Location:

3. Expected Attendance:

4. Co-Sponsor(s):

5. Description of Event:

Attach additional pages if necessary

6. Has your group sponsored this event or a similar event in the past?

If so please include:

A. Past attendance:

B. Past PB contribution:

C. Past contribution from your group:

D. Past contribution other outside funding sources (COSO, CGB, etc):

7. Publicity Plan:

Please attach sample of poster

8. Ticket Prices (If applicable):

CO-SPONSORSHIP BUDGET WORKSHEET

Complete this budget worksheet or attach your own

	Description	Total Expense	PB Allowance	\$ Requested from PB
FOOD				
	Snacks		\$0.50/Person	
	Meals		\$1.00/Person	
ENTERTAINMENT				
	DJ's w/ sound equipment		\$50/hr, max 4 hrs	
	Solo Student Performer		\$25/hr, max 4 hrs	
	Student Performance Group		\$50/hr, max 4 hrs	
	Professional Performer		\$250/hr, max 4 hrs	
	Movies Rights		\$150 max	
ADVERTISING				
	Posters (Attach Sample)		\$45 max	
SET-UP				
	FO&M		\$250 max	
	Decorations		\$50 max	
	Safety & Security (If Required)		\$25/hr, max 4hrs	
ADDITIONAL				
	Total Event Expense =		Total Requested From PB=	

Programming Board does not fund the following: Stamps, prizes, prize money, travel/lodging, lecturers, alcohol, sound systems, and graphic design fees. **Retain receipts for all purchases.**

FUNDING SOURCE WORKSHEET

FUNDING SOURCE	CONTRIBUTION	STATUS (Confirmed/Pending)
Your Organization		
Your Parent Department		
Total Funding =		

PB FUNDING RULES

1. All advertising (Banners, Blitz ads, Posters, etc) must include the full name “Programming Board” as a sponsor. The Programming Board logo must appear on all posters. A jpeg file is available on request from the PB blitz account.
2. The attached Event Review form, accompanied by copies all receipts, must be completed and returned to Collis 303 by Noon on the Friday following the event.

Failure to comply with both rules will result in retraction of funding and will impact future PB funding decisions for your organization.

PB FUNDING PROCEDURE TIMELINE

4 Weeks Prior to Event – If your event requests \$3k or more from PB, you must submit your proposal minimum 4 weeks prior to the event. For all other funding proposals, the earlier you apply, the better.

All proposals must be submitted by Friday at Noon to Collis 303

The Following Monday – your proposal goes before a vote at the Programming Board meeting. You will be contacted of the funding decision immediately.

SIGNATURES

I have reviewed and accept all Programming Board Guidelines.

X _____ Date: _____
Signature of person submitting proposal

X _____ Date: _____
Signature of president or head of organization

Events Held in Residences

Signatures of five additional group members, preferably officers, only for events held in a place of residence, this includes Greek houses as well as other houses.

X _____ Date: _____

X _____ Date: _____

X _____ Date: _____

X _____ Date: _____

X _____ Date: _____

Greek Organizations Only

X _____ Date: _____
Signature of Assistant Director of Coed, Fraternity, Sorority (Megan Johnson)

CONTACT INFO

Main contact person for this event: _____

Reachable by Blitz? Y N 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

_____ Option 1: Transfer funds to account number: _____

For Organizations Without Dartmouth Accounts

_____ Option 2: 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 (choose one):

___ Hold the check in Collis 303 for _____ to pick up

___ Mail the check to: _____
(Name) (HB)

For Individuals

_____ Option 3: I am not affiliated with a department or organization and will make an appointment with Pat Moss, Student Activities Accounting Assistant, as soon as possible to work out access to the approved funds for this event

EVENT REVIEW FORM

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

Event Info

Sponsoring Organization, or Individual:

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:

Programming Board Funding Received:

Any unused funds must be transferred back to Programming Board

Event Feedback

In an effort to better assist groups in planning events please tell us how PB can help:

1. Improve the event, or event planning process:

2. Improve the funding process:

3. Other comments:

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