

Berea College Program Proposal Form

Proposal Submission Guidelines

- Must be a recognized student club/organization or residence hall: _____
- Proposal must be received at least two weeks before event, evaluation within two weeks after.
- Purpose of the event must be a community building activity, planned collaboratively.
- Student applying for Coalition Funds must meet with Coalition for both proposal and evaluation.
- Event should fit into College Master Calendar located in the Campus Life office. Approved by: _____
- If room reservations are required in the Crossroads Complex, stop by the Campus Life office for a form.
Completed? Yes No

Will funds be needed? No Coalition \$ _____ Hall Account \$ _____ Other: _____ \$ _____

Intended Audience: Campus Hall Suite/House/Floor Other _____

Advertising Methods: Flyers Personal Invites Sidewalk Chalk Email Campus Life Poster

Events calendars: Hall Alumni Building Calendar

Is the event a fundraiser? Yes No (Approval through Campus Life)

Your Name(s): _____ CPO _____ EXT _____

Title of Program: _____

Program Objectives/ Description of Program:

Why is this Program appropriate for your audience? How does the program meet the needs of that audience?

Event Date: _____ Event Time: (Start) _____ (End) _____ Set-up Time _____ # of people expected: _____

Location of event (and rain site if applicable): _____

Please list anticipated materials/resources (i.e., food, speakers, pamphlets):	Itemized Expense Estimate
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Total Amount Needed from All Sources: _____

Advisor/HC/Programming RA or Collegium Signature _____ EXT _____

How much is currently in your account: \$ _____ Account #: _____

OFFICE USE ONLY

Date Received: _____ Approved Not Approved Need More Information

Comments:

Approved by: _____ Date: _____ # _____

Coalition Chair/Student Life Programming Coordinator