

Public Events Funding Application
SUNY-Oneonta
Fall 2008 and Spring 2009 College/Community Events

Deadline: May 2 , 2008

Guidelines:

Application form:

Must be submitted by an active or retired SUNY-Oneonta faculty or staff member.

Must be typed or neatly printed. Word-processed attachments are acceptable.

Must contain all requested material.

Project:

Has appeal to both campus and community audiences.

Includes a plan for wide publicity, such as posters, Newspaper articles or ads, radio announcements.

Applicant's name _____ Date _____

Campus address _____ Campus phone _____

Email address _____

Title of event _____

Date of Event _____

Brief description:

Attach a brief biography of proposed speaker/performer if available.

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Location of Event _____

Targeted Campus Audience:

Targeted Community Audience:

Estimated Attendance: _____

Planned Advertising (Where? How? When?):

Funding: Estimated Total Cost: \$ _____

Amount Requested from PE Committee: \$ _____

(Note: The majority of PE grants range from \$300 to \$1000).

Other sources of funding applied for: \$ _____

Where:

Admission: Free _____ A Charge of: \$ _____

Planned Allocation of Public Events Funds:

Performance Fees: \$ _____ Honoraria: \$ _____

Advertising: \$ _____ Travel: \$ _____ Other: \$ _____

**Send Ten Copies of Application to: Rene Prins, Chair, Public Events Committee
Fine Arts Building 123**

COMMITTEE ACTION:

Date: _____

_____ Approved for \$ _____

_____ Not Approved