



**GENERAL CULTURAL AND SOCIAL EVENTS/  
SPEAKER SERIES FUNDING APPLICATION**

Date: \_\_\_\_\_

Event Category:

General Cultural and Social Event

Speaker Series / Conference

**Title of Event:** \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Expected Event Attendance (grads/non-grads): \_\_\_\_\_

**Other Sponsoring Groups:**

	Name	Amount Requested	Contact Info
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Event Committee Information:**

A.	Name	E-Mail	Phone #	Graduate?
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

B. Name of Sponsoring Club (if applicable): \_\_\_\_\_

C. Number of Members in Sponsoring Club (if applicable): \_\_\_\_\_

D. If a club, has club allocation been requested from GSO for this fiscal year?

**Checklist of Additional Documentation Needed to Obtain Event Funding:**

Narrative Description of Event – must include relevance of event to graduate students, description of event, and any additional background information about the organizing club or group.

Event Budget – must include detailed budget for event. Please review Financial Bylaws before submitting budget. Reminder: food is only supported up to \$200 for snacks and beverages.

Event Advertisement – Copy of event advertisement including e-mail copy sent to GSO Treasurer for distribution on the Senate Listserver.

Club Constitution – If sponsoring group is a club, copy of club constitution that must include a meaningful equal opportunity clause.

Name, address, and social security of people to be reimbursed.