

REQUEST FOR FUNDING OF MAJOR EVENTS, LECTURERS, AND ARTISTS

Date: _____

To: Phi Kappa Phi
C/O Academic Programs AD-101

From: _____ (Person, Department Requesting Funding)

Ext. _____ e-mail: _____ Room# _____

Speaker Information

Speaker's or Artist's

Name: _____

Address: _____

Phone # _____ e-mail: _____ Fax# _____

Does your speaker have? Social Security Card _____, ITIN# _____, Working Visa _____

Agency/Management: Name: _____

Address: _____

Phone #: _____ e-mail: _____ Fax# _____

Proposal Format

Title/topic: _____

Service provided: Lecture: _____ Workshop: _____

Targeted audience(s): _____

1. Brief statement of credentials of speaker or artists: brochures, reviews, resume, publicity material, press kit etc.
2. Description of the event. One to two pages describing the event to be held at CSUSB. Do not simply use a statement from the presenter or a website. This is meant to be a description written by you explaining the format, intent, and purpose of the event.
3. Description of Publicity Plans.
4. Budget narrative. Include a discussion of any agent fees that may be involved.

Detail arrangements:

Date of event: _____ Time: _____

Alternative date: _____ Time: _____

Room information: Size: _____ Location/room: _____

Reserved: Yes: _____ No: _____

Sponsoring college(s) _____

Department(s): _____

Host/contact person for the guest Name: _____ Ext: _____

Funding

Amount requested from Phi Kappa Phi \$ _____

Amount provided from other sources of funding \$ _____

Total amount needed for Event \$ _____

Itemize all sources of other funding including matching funds confirmed and available.

Source (e.g. Matching funds, gifts, ticket sales)	Amount	CSUSB Account#	Contact Name	Ext.

Ticket sales, estimated revenue: \$ _____ Ticket price \$ _____

Budget

Speaker/Presenter's Fee/Honorarium \$ _____

Publicity/Advertising \$ _____

Room rental/Set-up charges \$ _____

Supplies, equipment, other expenses \$ _____

Total expenses \$ _____

Please submit 5 copies to: Academic Programs Room: AD 101