

STUDENT GOVERNMENT ASSOCIATION - PROGRAMMING POOL FUND REQUEST

PART 1: Program Information		
Name of Program:	Date of Event:	
Program Planner(s):		
Location:	Time:	
Target Audience:		
Detailed Description of Event:		
PART 2: Program Outcomes		
Goals for the Program:		
Attendance Goal:	Cost per attendee:	
PART 3: Advertising and Promotions		
Please check all of the ways in which you plan to promote this event: <input type="checkbox"/> <i>Journal</i> ads <input type="checkbox"/> <i>Journal</i> Calendar item <input type="checkbox"/> <i>Journal</i> preview article <input type="checkbox"/> Flyers or posters on bulletin boards <input type="checkbox"/> Announcements in class by faculty <input type="checkbox"/> On-line calendar <input type="checkbox"/> Sidewalk chalk <input type="checkbox"/> Staked signs around campus <input type="checkbox"/> Sandwich boards <input type="checkbox"/> Handbills <input type="checkbox"/> Website for the event <input type="checkbox"/> Performer website	<input type="checkbox"/> Leaflet on car windshields (<u>not</u> WVA lot) <input type="checkbox"/> Teaser program <input type="checkbox"/> Facebook <input type="checkbox"/> Press release (see Public Affairs) <input type="checkbox"/> Signs around campus <input type="checkbox"/> Table tents <input type="checkbox"/> Announcement at club meetings/other events <input type="checkbox"/> GTV <input type="checkbox"/> The Galaxy <input type="checkbox"/> Email announcements <input type="checkbox"/> Banners <input type="checkbox"/> Off-campus newspaper ads <input type="checkbox"/> Other (please specify _____)	
PART 4: Financial Information		
Estimated Program Costs	Source of Funding (Excess, Building Funds, Other Sponsor)	
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
TOTAL (net cost):		
PART 5: Program Planners		
_____ Print name	_____ Print name	
_____ Signature of Program Coordinator	_____ Signature of Program Coordinator	_____ Date
SUBMIT THIS COMPLETED PROGRAM FUNDING REQUEST A MINIMUM OF 2 WEEKS PRIOR TO PROGRAM TO THE SGA PRESIDENT		

SGA USE ONLY: Funds approved: \$ _____ Initials: _____ Date received: _____