



STUDENT AFFAIRS DEPARTMENTS PROGRAM FUND REQUEST

PART 1: Program Information	
Name of Program:	Date of Event:
Sponsored by:	
Location:	Time:
Target Audience:	
PART 2: Program Outcomes	
Goals for the Program:	
Learning Outcomes:	
How will the program be evaluated?	
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"/> Campus radio station <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
Revenue (if any):	
Artist/speaker fee:	
Lodging:	
Transportation:	
Food/beverage:	
Rentals:	
Advertising/Marketing:	
Facility costs:	
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 4-6 WEEKS PRIOR TO
PROGRAM TO:
Ted Hoef, Dean of Students Office

Office Use Only:

Funds Approved: \$ _____

Signed: _____ Date: _____

This form is to be used for all programs produced by Student Affairs departments, with a total net cost of \$1,500 or more.

Additional forms located at:

<http://www.webster.edu/studlife/StuA/stuaff.htm>