

**GRADUATE SCHOOL OF ARTS AND SCIENCES**

**REQUEST FOR FUNDING**

**I. Conference Information**

Title of Conference:

\_\_\_\_\_

Date(s) of Conference:

\_\_\_\_\_

**II. Summary of Funds and Expenses**

Total Funds Budgeted	
Total Expenses Budgeted	

**III. Fundraising**

Fundraising	Amount Budgeted	Amount Committed
Graduate School of Arts & Sciences		
Graduate Student Association		
Other Donors: Please specify:		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
TOTAL FUNDS		

**III. EXPENSES**

**\*EXPENSE 1: KEYNOTE SPEAKER\***

Expense	Amount Budgeted	Amount Committed	Explanation of Spending
Honorarium			
Plane Travel/Other Transportation			
Meals			
Accommodations Hotel Name: _____ # of Nights: _____			
Miscellaneous Keynote Speaker Expenses Please Specify: 1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	
<b>TOTAL EXPENSE 1: KEYNOTE SPEAKER</b>			

**\*EXPENSES 2: HOSPITALITY\***

Expense	Amount Budgeted	Amount Committed	Explanation of Spending
Reception(s)			
Meals (Breakfast, Lunch, Dinner)			
Coffee Service			
Miscellaneous Expenses Please Specify: 1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	

<b>TOTAL EXPENSE 2: HOSPITALITY</b>			
-------------------------------------	--	--	--

**\*EXPENSE 3: MAILING AND PRINTING\***

<b>Expense</b>	<b>Amount Budgeted</b>	<b>Amount Committed</b>	<b>Explanation of Spending</b>
Postage			
Mailings: Calls for Papers			
Advertising of Event			
Conference Programs			
Thank You Notes			
<b>Miscellaneous Mailing and Printing Expenses</b> <b>Please Specify:</b> 1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	
<b>TOTAL EXPENSE 3: MAILING AND PRINTING</b>			

**EXPENSE 4: TECHNOLOGY**

Expense	Amount Budgeted	Amount Committed	Explanation of Spending
AV Needs			
Miscellaneous Technology Expenses Please Specify:  1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	
<b>TOTAL EXPENSE 4:            TECHNOLOGY</b>			

Graduate School of Arts and Sciences Rationale and Reason For Request:

1. Briefly explain the event.
2. What are the goals of this event?
3. What are the benefits of this event to the \_\_\_\_\_ department? To student culture? To the GSAS?
4. What is the projected attendance?
5. Will you be charging an entrance fee for this event?
  - a. If so, how much will this fee be?
6. What other resources are you planning on using, both internally and externally to fund this event?