

Graduate Student Event Form:

In order for your request to be considered in the faculty meeting the deadlines are:

*Grant of \$ 2,000.00 for the fall semester **May 1**; for the spring semester **November 30**.*

Grant of \$ 500.00 two weeks in advance.

Complete name of the students(s) in charge of the event: _____

Faculty sponsor (required for request over \$ 500.00) _____

Complete name of student(s) participating in the organization including outside of SPO:

Telephone numbers of the event organizers: _____

Amount of funding being requested from SPO: _____
(Please attach event budget)

Amount of funding being provided by co-sponsors: _____

Is this event is being sponsored by the Graduate School? ____ Yes ____ No

Name(s) of department(s) sponsoring this event, including SPO:

First choice date and time of the event: _____

Second choice date and time of the event: _____

Complete title of the event: _____

Name(s) of invited guest(s): _____

E-mail of the invited guest(s): _____

Biography of the guest (no more 650 characters)

Brief description of the event: _____
