

Program/Event Request Form

#10

Organization Name: * Very Fun Organization

President's Name: * Suzie Leader

President's Phone Number: * (216) 675-3099

President's Email: * suzie15@jcu.edu

Financial Officer: * Shawn Money

Name of Person Filling Out this Form: * Suzie Leader

Advisor's Name: * Dr. Phil Intheblank

Fill-Out Date: * Friday, March 9, 2012

Name of Program/Event: * Superfun Dance-athon

Date of Event: * Sunday, April 15, 2012

Start Time: * 7:00:00 PM

End Time: * 12:00:00 AM

Location: * Student Center Atrium

Purpose of Event (be specific): * To have fun!

**** In order to complete the Program/Event Request Form, proof of publicity is REQUIRED. Please attach a form of advertisement (i.e. a poster, an all student e-mail message, etc.) to this request form that will publicize your program/event to the student body.



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Also, be sure to fill out the Event Registration Form with the Office of Student Activities.*** *

Who May Attend This Event (check all that apply): * Open to All JCU

Item 1: Streamers

Quantity of Item 1: 4 packs

Cost of Item 1: \$4.95

Total Cost of Item 1: \$19.80

Item: Balloons

Quantity of Item 2: 5 bundles

Cost of Item 2: \$7.00

Total Cost of Item 2: \$35.00

Item:

Quantity of Item 3:

Cost of Item 3:

Total Cost of Item 3:

Item:

Quantity of Item 4:

Cost of Item 4:

Total Cost of Item 4:

(If there are more decorations need to be requested, please attach an additional sheet of information.)

Act/Speaker(s): Superfun DJ

Actual Cost: \$300.00

Cost Requested from SOBB: \$300.00

(If there is another act/speaker needs to be requested please attach an additional sheet.)

Please explain your method of catering (be specific): We are getting superfun cookies and superfun punch for 100 people!

Actual Cost: \$150.00

Cost Requested from SOBB: \$150.00

(If there is more food needed to be requested please attach an additional sheet.)

Item:

Quantity of Item:

Actual Cost of Item:

Cost Requested from SOBB:

(If there are more prints that need to be requested, please attach a sheet.)

Item:

Price Per Item:

Quantity of Item:

Total Cost Per Item:

Actual Cost:

Cost Requested from SOBB:

(If more production costs need to be requested, please attach a sheet.)

Actual Cost Overall: * \$504.80

Total Cost Requested from SOBB: * \$454.80

If the overall cost does not match the Organization Dues

total cost requested, circle below how
your organization is receiving the rest of
the money (check all that apply):

If "Other," please explain:
