

Title of Event(s)
Date(s)
Location

Name and email of Faculty Sponsor:

Amount Requested:

Description of the Event:

(150-300 words depending on the complexity of the event. Be sure to include affiliations or descriptions (musician, Director of XX, etc.) of any guests. One or more sentences could be devoted to how it will enrich CEAS's events line-up.)

Co-Sponsors/Co-Funders:

(List any entities that have agreed to co-sponsor or you will request to do so. List other sources of monies either secured or requested. List amounts.)

Details of Budget:

(Short Introduction explaining how the amount requested above fits within the larger budget for the event.)

(Summary of entire budget. This should be a list of items and their price tags. Usual entries include venue, honoraria, travel, lodging, meals, reception food, promotional materials, but people should feel free to customize according to their specific events.)

Notes:

(List anything that will help clarify items that might cause confusion. E.g. that one honorarium is larger than others, that one person is "cheaper" because s/he is local or the opposite, that you have made arrangements for a free venue, etc.)