## PROGRAMMING RESERVE REQUEST

Date: Organi	zation Name:			
1.	Name of Program:			
2.	Topic of Program:			
3.	Date of Program:	Time:	Place:	
4.	What is student organization's mission or purpose and how does this program promote			
	it?			
5.	What is the purpose of this program	? (Cultural awareness, enterta	ainment, etc?)	
6.	Who can attend this program?			
7.	Will there be a charge for this event	? How much?		

8.	A. Artist/Lecturer: B. Lodging: C. Meals: D. Transportation: E. Other: Total Contract:	Projected Event Expense  \$ \$ \$ \$ \$ \$ \$ \$ \$	\$	Notes:
9.	<ul><li>A. Posters:</li><li>B. Radio:</li><li>C. Newspaper:</li><li>D. T.V.:</li><li>E. Other:</li><li>Total Advertising:</li></ul>	\$ \$ \$ \$ \$	\$	
10.	A. Ushers: B. Technicians: C. Stage Hands: D. Security: E. Other: Total Special Services:	\$ \$ \$ \$ \$	\$	
11.	Campus Electrician:		<b>\$</b>	
12.	Extra Maintenance:		\$	
13.	Ticket Printing:		\$	
14.	Campus Vehicle:		\$	
15.	TOTAL PROGRAM COST (Sum	Lines 8-14):		\$
16.	TOTAL AMOUNT FUNDED BY O	THER SOURCES:		\$
17.	TOTAL AMOUNT REQUESTED I	FROM SGA (Line 15-16):		\$
Pres	<u>Print Name</u>	<u>Signature</u>	1	<u>Campus Telephone</u>

Treasurer:	
Advisor:	

**NOTE**: All signatures are required before the request will be considered.