



Application to Co-Sponsor an Event with The University Center Program Council

I. Application Section

1. Date of application: _____
2. Name of student organization/University department:

3. Contact person: _____
4. Contact's address: _____
5. Contact's phone: _____
6. Contact's e-mail: _____

II. Program Section

1. Event name:
2. Event description (what is it?)
3. Proposed location:
4. Proposed day, date & time:
5. What is the purpose of this event?

III. Marketing Plan Section

1. What market/survey research has been done to indicate the target audience wants to attend this program?

2. When and where will tickets be available?

3. What is your distribution plan for printed PR?

Date to be put up _____ Date to be taken down _____

4. Indicate which items will be used in your marketing plan:

Public relations	Promotions	
___ Letters	___ Discounts	
___ Presentations	___ Group sales	
___ Brochure	___ Contests	
___ Mail-outs	___ Theme	
___ Special guests	___ Giveaways	
Advertising		
___ Sandwich board posters	___ Chalkboard announcements	___ San Angelo radio
___ Flyers	___ Ram Radio	___ Table tents

___ Ram Page ad
___ UC Ram Vision
___ Standard Times
___ Thrifty Nickel

___ Banners
___ Display case
___ ASU Web Calendar
___ San Angelo TV

___ Handouts
___ Residence Hall
announcements

Other:

___ San Angelo Radio PSA's
___ San Angelo TV PSA's
___ Feature articles
___ Teasers
___ Local talk shows
___ Public listings
___ Athletic announcements

Other items you plan to use in your marketing efforts:

IV. Financial Section

1. Event expenses

Performance fee: _____
Travel: _____
Advertising: _____
Hotel: _____
Catering: _____
Vehicle Use: _____
Meals: _____
Prizes: _____
Other: _____

2. Event funding

Amount requested from UCPC: _____
Amount expected from your
organization/department: _____
Other income: _____

3. Total Expenses: _____

4. Total Amount Requested: _____

5. Ticket prices: Student _____ Faculty/Staff/12 & Under _____ General Public _____

6. Attendance:

Expected paying _____ Expected non-paying _____
Expected student attendance _____
Expected non-student attendance _____

Please email any supporting materials you may have to ucpc@angelo.edu or deliver materials for Student Involvement (UC Garden Level).

FOR COMMITTEE USE ONLY:

Motioned For: _____ Seconded By: _____

Vote For: _____ Against: _____ Abstentions: _____

Backward Calendar

	Due Date	Date Completed
PRIOR TO APPLYING TO THE CSFC		
<ul style="list-style-type: none">Decide on event dateContact the agent for availability, prices, special arrangements, etc.	_____	_____
	_____	_____
6 WEEKS PRIOR TO THE EVENT		
<ul style="list-style-type: none">Submit application/proposal to the CSFC - include budget considerationsSet deadlines for the tasks that need to be completedMeet and outline the responsibilities of each person for the eventBrainstorm on publicity ideas	_____	_____
	_____	_____
	_____	_____
	_____	_____
5 WEEKS PRIOR TO THE EVENT		
<ul style="list-style-type: none">Make reservations for facility and physical set-upsIf needed, make hotel reservations for the artistStart making publicity arrangementsCheck contract negotiations	_____	_____
	_____	_____
	_____	_____
	_____	_____
4 WEEKS PRIOR TO THE EVENT		
<ul style="list-style-type: none">Complete publicity arrangements – submit press release, newspaper ad, etc.Arrange for food service and/or beverage concessionsSet up technical servicesBe sure tickets and cash box have been completed/reserved, if required	_____	_____
	_____	_____
	_____	_____
	_____	_____
3 WEEKS PRIOR TO THE EVENT		
<ul style="list-style-type: none">Decide who will be responsible for placing publicity around campusUpdate and finalize all publicityBegin distribution of publicity to those helping with the eventMake final arrangements for cash box, etc. if selling tickets to the event	_____	_____
	_____	_____
	_____	_____
	_____	_____
2 WEEKS PRIOR TO THE EVENT		
<ul style="list-style-type: none">Submit information for purchase requisition to CSI SecretaryHang all publicity in approved posting areas around campusBegin ticket sales, if selling prior to event	_____	_____
	_____	_____
	_____	_____
1 WEEK PRIOR TO THE EVENT		
<ul style="list-style-type: none">If paying, confirm manner and timing of artist's paymentReview the responsibilities of each person for the eventConfirm all reservations and set-up needsDetermine who will introduce the artist, write introduction, etc.	_____	_____
	_____	_____
	_____	_____
DAY OF THE EVENT		
<ul style="list-style-type: none">Make sure all tasks are completeMake arrangements for transportation of artist to and from event, etc.Meet prior to beginning of the event for last minute instructionsSupervise set-up of event	_____	_____
	_____	_____
	_____	_____
	_____	_____
AFTER THE EVENT		
<ul style="list-style-type: none">Make sure clean-up is initiatedThank the artist and give him/her the check where applicableComplete the event evaluation formWithin one week, return completed evaluation to the CSIBe sure all publicity from the event has been taken down by 5 PM the following day	_____	_____
	_____	_____
	_____	_____
	_____	_____