

# D.I.C.E. Budget Request Form

Please use this form to request funding from Campus Life's *Dollars for Innovative Campus Events* (D.I.C.E.) program. Requests must be turned in **four (4) weeks before** your event, and approval must be received **PRIOR** to any purchases.

Event Title:		Event Date:			
Event Day: Thurs.	Fri.	Sat.	Sun.	Event Location:	Time:
Sponsoring Organization:					
Programmer (your name):			Signature:		
Phone #:		Email:			
Name of Faculty/Staff Advisor:			Signature:		
Phone #:		Email:			

**Event Description:** (Who is the target audience, what's going on at the event, is there a fee, and any other details you feel will help in determining a decision.)

<i>Complete for funding request. Attach additional pages if necessary.</i>	<i>Office Use Only</i>		
	<b>\$ Requested</b>	<b>\$ Allocated</b>	<b>Actual Cost</b>
<b>Talent</b>			
<b>Facility Rental</b>			
<b>Advertising/Marketing</b>			
<b>Refreshments</b>			
<b>Other Items</b>			
<b>TOTAL</b>			

### Important Reminders

- A meeting must be scheduled with the Coordinator for Campus Programming to make a request. Make an appointment in UC room 414 or by calling 651-2280.
- For any event that ends after 8 pm, an *Evening Social Functions Event Worksheet* must be filled out in the Scheduling Office, UC room 414.
- Refreshments must be ordered from Chartwells Catering at least *two (2) weeks* in advance. No alcohol will be allowed at events.
- Any booked Talent (DJ, Speaker, etc.) must sign a contract with the University and may not exceed \$350.00.
- The Talent will be paid by official University check on the day of the program. Checks must be picked up by the programmer on the day of the event in UC room 414.

### After the Event

- Complete the evaluation below.
- Attach **original** receipts and return to the UC room 414.
- Fill out reimbursement information in the UC room 414.
- Reimbursement from University will typically take 2-3 weeks.

1. How many people attended your event? Is this number what you expected?

2. Would you do this event again? Why or why not?

3. Do you have any suggestions to make the DICE program run more efficiently?

For Office Use Only: Request Received: _____ Appointment Date/Time: _____ Email Confirmation Sent: _____ Approval Form(s) Sent: Copy Center- _____ Chartwells- _____ Scheduling- _____	If Applicable: Contract(s) Sent: _____ Contract Returned: _____ Check Picked Up: _____
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