

## Club Event Application

I. Club Information																			
<b>Club Name:</b>	<b>Club Email:</b>																		
<b>Executive Name:</b>	<b>Executive's Trent Email:</b>																		
II. Event General Information																			
<b>Name of Event:</b>	<b>Estimated No. of Participants:</b>																		
<b>Description of Event:</b>																			
III. Event Details ( <i>ON-CAMPUS EVENTS ONLY</i> )																			
<input type="checkbox"/> Single <input type="checkbox"/> Multi-day <input type="checkbox"/> Recurring																			
<input type="checkbox"/> THORNTON	<input type="checkbox"/> ALC																		
<b>Room/Area Preference:</b>	<b>Room/Area Preference:</b>																		
<b>Alternative Room/Area Preference:</b>	<b>Alternative Room/Area Preference:</b>																		
<b>Date(s) (DD/MM/YY) &amp; Time(s):</b>	<b>Date(s) (DD/MM/YY) &amp; Time(s):</b>																		
<b>Alternative Date(s) &amp; Time(s):</b>	<b>Alternative Date(s) &amp; Time(s):</b>																		
<b>Set-up Duration:</b>	<b>Set-up Duration:</b>																		
<b>Clean-up Duration:</b>	<b>Clean-up Duration:</b>																		
<b>Event Requirements</b> ( <i>check all that apply</i> )																			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> TV</td> <td style="width: 33%;"><input type="checkbox"/> Drapes</td> <td style="width: 33%;"><input type="checkbox"/> Tables (#___)</td> </tr> <tr> <td><input type="checkbox"/> DVD</td> <td><input type="checkbox"/> Linens</td> <td><input type="checkbox"/> Chairs (#___)</td> </tr> <tr> <td><input type="checkbox"/> Laptop</td> <td><input type="checkbox"/> Stages</td> <td><input type="checkbox"/> Cleaning required</td> </tr> <tr> <td><input type="checkbox"/> Projector</td> <td><input type="checkbox"/> Couches</td> <td><input type="checkbox"/> Security required</td> </tr> <tr> <td><input type="checkbox"/> Speaker</td> <td><input type="checkbox"/> Cable TV</td> <td><input type="checkbox"/> Power</td> </tr> <tr> <td><input type="checkbox"/> Microphones</td> <td><input type="checkbox"/> Music</td> <td><input type="checkbox"/> Inter</td> </tr> </table>		<input type="checkbox"/> TV	<input type="checkbox"/> Drapes	<input type="checkbox"/> Tables (#___)	<input type="checkbox"/> DVD	<input type="checkbox"/> Linens	<input type="checkbox"/> Chairs (#___)	<input type="checkbox"/> Laptop	<input type="checkbox"/> Stages	<input type="checkbox"/> Cleaning required	<input type="checkbox"/> Projector	<input type="checkbox"/> Couches	<input type="checkbox"/> Security required	<input type="checkbox"/> Speaker	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Power	<input type="checkbox"/> Microphones	<input type="checkbox"/> Music	<input type="checkbox"/> Inter
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<b>Special Instructions</b> ( <i>if any</i> )																			

#### IV. Event Details (*OFF-CAMPUS EVENTS ONLY*)

Single     Multi-day     Recurring

Location(s):

Alternative Location(s):

Date(s) (DD/MM/YY) & Time(s):

Alternative Date(s) & Time(s):

Set-up Duration:

Clean-up Duration:

#### V. Funding Request

The TDSA has allotted a certain amount of funds in the Annual Budget to be used by clubs for meetings, events, and other club related activities. This form ensures that all clubs have equal access to the required funding that they need in order for their clubs to run the way that they see fit. In order to be considered for funding, club executives must submit this form **at least 2 weeks** before the estimated date of purchase. This form must be completed for any club requesting funds of up to \$200. Should your club wish to exceed \$200, speak to the VPCL for instructions on how to bring your funding proposal to the Student Engagement Committee.

#### NOTICE

- *Completing this form does NOT guarantee your club the funding that you requested.*
- *Club expenses will not be reimbursed if they are not pre-approved by the VPCL, lack a valid receipt, or are incurred before the VPCL's approval date (as listed at the end of this form).*
- *In addition to completing the form, club executives must submit their receipts and a General Reimbursement Form **within 2 weeks** after the purchase date in order to be reimbursed. Our office staff will compare this form to your General Reimbursement Form to ensure that the costs match before a cheque is made. If these do not match, the reimbursement form will be sent to the VPCL for review, and the reimbursement will be withheld until further notice from the VPCL.*

List of Expense Items

Total Amount Requested

\$



By signing this form, I acknowledge and agree to the following:

1. My application will only be reviewed if all required sections are completed in full.
2. For small-to-medium events (under \$200), this form must be submitted **at least 2 weeks** prior to the event date. Large events (over \$200) require submission of **at least 4 weeks** in advance to secure a suitable space.
3. Completing this form guarantees neither on-campus space availability nor the funding I requested (if applicable). All applications are subject to review by Trent University Administration.
4. I will refrain from advertising the event location until receiving confirmation from Trent Durham Student Association (TDSA).
5. Should there be any changes to the information I have provided, a new and revised application must be submitted.

Submitted by	
Signature	
Signature Date (DD/MM/YYYY)	

<b>FOR OFFICE USE ONLY</b>	
Approved by	
Signature	
Signature Date (DD/MM/YYYY)	