

GSA and Graduate Organization Event Proposal and Checklist (2009-2010)

Fill out the following form and submit **with** cover page to dsogsa@drexel.edu. Cover page must include the following: Officers, Date, Amount Allocated Last Year, and Total Amount Requested. For securing funding see attached procedure for allocation.

NOTE: No other information is required.

GSA and Graduate Organization Event Proposal			
Hosting Organization/Committee:			
Event Coordinator(s)/Committee Chair/Co-Chair(s):			
Proposed Date(s):	Location:		
	Time(s):	Estimated Cost:	
<small>**Flyers, e-mails or advertisements must be sent out 2 weeks prior to the event!</small>			
Type of event:			
Social <input type="checkbox"/>	Academic <input type="checkbox"/>	Networking <input type="checkbox"/>	Other <input type="checkbox"/>
Detailed Event Description:			
Cost Breakdown:			
Transportation:	Food/Beverages:	Event Space/Location:	
Applicant signature:		GSA Board Member signature:	
Approved <input type="checkbox"/>		Denied <input type="checkbox"/>	

Please submit this report to GSA at dsogsa@drexel.edu two weeks prior to event and followup form within two (2) weeks after the conclusion of your event. **Failure to do so will result in loss of allocation for future events.**

GSA and Graduate Organization Event Followup
(2009-2010)

This Followup form is **due** within two weeks (14 Days) of event

Event Title:	Date of event:	
Final Location of event:	People Present (Best estimate):	
Projected Expenses:	Actual Expenses:	
Hosting Organization/Committee:		
Method of Advertisement:		
Event Outcome:		
Who was the event open to?		
Total Numbers of Attendees (Provide Demographics):		
Would you be interested in getting more involved in the GSA process? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes please provide your name and Drexel e-mail so that we may contact you.		
Name:	e-mail:	
FOR GSA OFFICE USE ONLY (Do Not Fill in below this Space)		
	Comment(s):	20 Attachment Sequence No. 02