Event Hosting Worksheet

Organization Name ________________________________  Application Date ____________

Contact Name ________________________________  Phone # _______________

Email Address ________________________________  SA Account # _______________

Program Title ________________________________  Date ________________

Program Location:
UU 102/103 ______  Tillman Lobby ______
The Undergrounds Coffeehouse ______  Other Location not listed: ________________________________

Brief Activity Description (needs to correlate with Late Nite theme for that weekend):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Advertising – Your event is automatically included in our Late Nite social media if approved 3 weeks in advance.

***Important Notes***
1) Reservations (if necessary) are to be made on your own through the University Union
2) After you have completed this form, bring the worksheet to the Late Nite Office, UU008. One of the Late Nite Graduate Assistants will contact you via your Bmail.

Late Nite Binghamton provides funding and support for student organization programs and events that enhance student life. Due to the nature of Late Nite, events must be held in the University Union on Saturdays from 8pm to 12am. The event must be free to students.

Funding - Student groups hosting activities with Late Nite will be granted $200 in the form of fundraising support. The organization must have at least 2 representatives present at the event from 7:45pm-12:15am.

All invoices must be issued through the SA within 10 business days of the event.

Please fill out this form if you are interested in partnering with Late Nite and bring it to the Late Nite Office (UU008). The form must be completed AT LEAST three weeks prior to your event.

Contact Us:
Late Nite Binghamton
University Union 008
607-777-2812
latenite@binghamton.edu
Check out our website!
http://latenite.binghamton.edu

Office Use Only

Date Reviewed: ______
Reimbursement paperwork filed: _______
SA organization agent name (print): _______________
SA organization agent signature: ______________