



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 Coffeeshouse _____

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

binghamton.edu/student-life/latenite

Office Use Only

Date Reviewed: _____

Reimbursement paperwork filed: _____

SA organization agent name (print): _____

SA organization agent signature: _____