# 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):

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**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.

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**Office Use Only**

Date Reviewed: _____
Reimbursement paperwork filed: ________
SA organization agent name (print): ____________
SA organization agent signature: ____________

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Contact Us:
Late Nite Binghamton
**University Union 008**
607-777-2812
latenite@binghamton.edu
binghamton.edu/student-life/latenite