



Late Night at Scranton Co-Programming Application

Date: _____

1. Contact Information

Organization Name: _____

Primary Contact:

Secondary Contact:

Name: _____

Name: _____

E-Mail: _____

E-Mail: _____

Phone: _____

Phone: _____

2. Event Information

Event Date: _____

Event Title: _____

Event Start Time: _____ Event End Time: _____

Event Location: _____

Intended Audience: _____

Estimated Number of Attendees: _____

Please provide a brief summary of your proposed event:

Does your event involve any outside vendors or performers? _____
(If yes, please see contract information sheet)

All Late Night at Scranton co-sponsored events must be open to the entire U of S community. How will this event be beneficial to the U of S community?

Have you already taken any steps in preparing for this event? If so, what have you done thus far and what do you plan to do to execute a successful event?

Please describe your promotional and publicity plans (sample posters, fliers preferred)

3. Funding Information

You must attach a typed proposed budget indicating a breakdown of

- Your overall event budget and expenses
- The amount of funding you are requesting from the Late Night at Scranton committee
- What the Late Night at Scranton funding will be used for
- Other funding resources you have requested (pending or received)