

Late Night at Scranton Co-Programming Information

Application Process:

Late Night at Scranton is committed to supporting the diverse needs of the student population at The University of Scranton. Late Night at Scranton will solicit and review proposals from student organizations for late night activities on campus. The Late Night at Scranton board will review proposals and approve funding for programs that will positively enhance the level of activity on campus during late night and weekend hours (Thursday – Saturday from 10pm – 2 am) and that provide students with opportunities to build community and leadership skills.

Any registered student organization, club, group, or department may take advantage of Late Night at Scranton co-programming support and funding to enhance their campus program.

The following guidelines should be considered when applying for co-programming:

- Event must be sponsored by a registered student organization, club, group, or department
- The event must be open to the entire U of S campus community and student population
- Social, recreational, educational or entertainment-based
- Events can include such things as: carnivals, game shows, TV reruns, comedy clubs, games, contests, dances, midnight breakfast buffet, casino night, hypnotists, magicians, free food events, bingo nights, music, board games, novelty events, talent shows, dance lessons, etc.
- Scheduled for a Thursday, Friday, or Saturday during the hours of 10pm – 2 am
- Held on the U of S campus (ideally, in the first floor of The DeNaples Center)
- Alcohol-free and non alcohol centered
- Scheduled during the academic semester
- Funding - Up to a maximum of \$500.00 (Application process and budget required for funding)

How to apply:

- Download a Late Night at Scranton application at: www.scranton.edu/latenight (or)
 - Go to The Center for Health Education and Wellness (205k DeNaples)to get an application
- Return completed application to The Center for Health Education and Wellness
- Applications must be received at least one month prior to the event date

- After submitting the application:
 - Applicants are required to meet with a member of the Late Night at Scranton committee to ensure that appropriate plans have been made for the proposed event. You can schedule a meeting with a committee member by contacting The Center for Health Education and Wellness.
 - Be sure to complete all sections and provide a detailed breakdown of the event budget. Applications for co-programming will not be reviewed unless both the application and event budget breakdown are submitted.
 - If your event involves bringing an outside vendor or performer to campus, a contract is most likely required. (See contract information handout)
 - Your application will be reviewed by the Late Night at Scranton review board

Considerations:

- All programs approved for co-programming support must acknowledge “Late Night at Scranton” as a co-sponsor on all marketing and promotional materials.
- Marketing and promotional materials must be posted or distributed no less than 2 weeks prior to the event (See posting guidelines)
- Co-programming support is intended to supplement event planning and funds obtained from other campus funding sources.
- Applicants approved for co-programming MUST EVALUATE all events and the results must be submitted to the Late Night at Scranton committee no later than one week after the event. Failure to do so may jeopardize approval for any future programs.