Evans School’s Student Interest Group Event Request Form

This form needs to be submitted to Student Services anytime a Student Interest Group (SIG) is planning a school event on campus regardless of funding source. It is particularly important that the form is submitted at a minimum three weeks in advance when SIGs are requesting to use Evans School space or need the school’s approval for banquet permit to serve alcohol. Failure to submit this form may cause a delay in the approval process.

The purpose of the funds allocated by the Evans School to the SIGs is to provide support for hosting panel discussions, individual speakers, debates, and presentations to further/complement their education and that are open to all students regardless of SIG affiliation. This support is the only Evans School support available to student groups. There is no additional funding from the dean or the Dean’s Office outside of this pool of funds. SIGs should submit additional request to the Evans Student Organization (ESO) if they require more funding.

The Process
1. The SIG will submit a completed form to Student Services as early as possible with a minimum of three weeks leeway via ESO. This applies to any event that is being supported by the Evans School in any way (space, funds, name, etc). Using the Evans School’s name and/or funds on an event is a representation of the Evans School and as such, needs to be vetted and approved. School activities are intended for the Evans School community as a whole rather than a narrow or specific population.

2. The event will be reviewed by Evans School staff to ensure there are no major conflicts or possible issues that might not have been identified by the SIG.

3. Upon approval by the Evans School, the SIG will be required to register the event on the Evans School calendar. If funds were requested to reserve a room, the SIG will receive a budget number to use with their event approval notification. If a banquet permit is required, the SIG will submit the request to Assistant Dean Linda Lake only after the event has been approved.

Planning Considerations
When planning your event please remember that Evans School funds may be used for these types of expenditures:

1. UW Room Rentals
2. Food and supplies for events (to include catering)
3. Speaker honorariums
4. Guest speaker parking vouchers
5. Audio and visual rental if necessary

Evans School funding may not be used to cover:
1. Alcohol
2. Food for individual SIG meetings
3. Social gatherings without a presenter or educational component
4. Charitable donations

Before submitting your request, students should ask themselves the following questions:
  o Did I check the Evans School events calendar at [http://evans.uw.edu/about/events/calendar](http://evans.uw.edu/about/events/calendar) to make sure that my proposed event will not conflict with another event?
  o Did I make sure the event meets the basic criteria for funding?
  o Have I submitted my funding request at least three weeks – prior to the event?
  o Are there any other events similar to mine that I might be able to partner with?

**Contacting Specific High-Profile Individuals/Groups**
The Evans School and UW put great energy into developing and maintaining relationships with specific groups and individuals for the good of the school and the university. **You must receive prior permission from the Dean’s Office before contacting any of the following types of individuals regarding attendance at or participation in an event:**
  o University of Washington president or vice presidents, provost or vice provosts, and deans from other schools/colleges
  o Elected officials
  o Individuals running for elected office and/or representatives from their campaigns
  o Representatives from campaigns for or against ballot initiatives
  o Evans School or UW alumni
  o Evans School or UW donors
  o Faculty or staff from any unit of the UW to serve as moderators

It should never be assumed that the Dean or anyone else can moderate an event without prior confirmation.

**Once your event has been approved for funding, you must register it on the Evans School Calendar.**
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Please fill out this form and submit it via email to eso_officers@u.washington.edu. The Treasurer and/or Vice President will review and approve, or discuss with ESO. ESO will forward to the assistant dean of students, at evansdss@uw.edu (PAR 109).

1. Name of SIG: __________________________
2. Name of person submitting the request: __________________________
3. Email of person submitting the request: __________________________
4. Today’s date: ________________  5. Date of event: ________________
6. Brief description of the event: __________________________________________
   __________________________________________
   __________________________________________
7. Other events listed on the Evans School Calendar on the day of your event: ________________
8. Total amount of funding requested from the Evans School: __________________________
9. Breakdown of estimated expenses:
   Alcohol  __________________________
   Space Rental  __________________________
   Miscellaneous  __________________________
9a. ESO to complete: 8a. Amount of funding requested from the Evans School administration: ________________
9b. ESO to complete: 8b. Amount of funding requested from the Evans Student Organization: ________________
10. How do you plan to advertise this event? __________________________________________
11. Will your event require moderators? If so, whom do you plan to ask to moderate? ________________
12. Who will be invited to your event? (Please indicate if you hope to contact any high-profile individuals or groups) __________________________________________
Evans Student Organization Approval: YES/NO/YES WITH QUALIFICATIONS (see back) Date: ________________
Asst Dean of Students Recommendation: YES/NO __________________________ Date: ________________
Dean’s approval: YES/NO __________________________ Date: ________________