

**SEE Review Board
Information & Application Packet
2008-2009**

Student Entertainment Events

SEE Review Board

Dear Student Organizations,

Greetings on behalf of the SEE Review Board. As you begin to plan your calendar for the academic year, SEE would like to inform you of an important programming opportunity.

The SEE Review Board offers co-sponsorship opportunities to student groups registered with the Office of Campus Programs. We consist of representatives of various campus organizations and community groups, including:

Asian American Student Union	Panhellenic Association
Black Student Union	Pan-Hellenic Council
Jewish Student Union	Pride Alliance
Interfraternity Council	Residence Hall Association
International Student Council	University Commuter Association
Latino Student Union	

The goals of the SEE Review Board are to promote diversity within event programming and to provide programmatic and/or financial support for groups needing assistance. The SEE Review Board reserves the right to define what enhances diversity by its own parameters and fund programs accordingly.

Funding from the SEE Review Board should be supplemental in nature, unless the program is newly started. **The Review Board should not be the sole source of funding.** If a program is financially infeasible or similar to many other events in one year the SEE Review Board may choose not to fund the program.

The SEE Review Board will fund concerts unless the concert is defined as a large-scale concert by the Event Management Handbook.

All events that the SEE Review Board funds should be open to the entire University of Maryland community. The SEE Review Board *will not be able to fund banquets or award ceremonies, catering services, parties/ social events, events that are invitation only, or events in which money is being collected for fundraising purposes or donated to charitable causes.*

The SEE Review Board wants to be able to fund as many events as possible during the academic school year. Organizations may only co-sponsor **one** program with the SEE Review Board per semester. The SEE Review Board *cannot fund the purchase of clothes, hats, rented costumes, or other wearables.*

All groups seeking co-sponsorship must not have any sanctions against them from the Office of Campus Programs and must also be in good standing with the SEE Review Board.

If you have any questions about co-sponsorship funding you can contact the SEE Co-Sponsorship Director, Nicholas Collins at 301-314-8498 or the SEE Graduate Advisor, Damien Franze at 301-314-7366.

Good luck and we look forward to working with you!

APPLICATION PROCESS

Any group currently registered by the Office of Campus Programs and in good standing is permitted to apply to the SEE Review Board for co-sponsorship funding for their events. All groups seeking funding and/or resource support must fill out an application to be reviewed by the SEE Review Board and must adhere to the following procedures.

- Applications for co-sponsorship funding are available on the Student Entertainment Events website at <http://www.see.umd.edu> and in the SEE Office in Stamp Student Union, Room 0221. Organizations must complete these applications and budget sheets. No variations will be accepted.
- Organizations must provide detailed information on the application. It is in your best interest to know specific costs, dates, and rooms available.
- Applications for all co-sponsorships must be completed and submitted no less than thirty (30) academic days prior to the proposed event to the SEE Review Board Advisor. The SEE Review Board Advisor and the Co-Sponsorship Director of SEE will initially review applications for its completion and accordance with all necessary criteria for co-sponsorship.
- The organization's treasurer and event program coordinator(s) must attend a SEE Review Board meeting assigned to them by the Co-Sponsorship Director to present the proposal to the SEE Review Board and explain and answer questions concerning the proposed event. Advisors are not allowed to present.

IF FUNDING IS APPROVED

Funded organizations are required to meet with the SEE Review Board Graduate Advisor to discuss details of the program and manners in which the program will be funded.

- SEE Review Board will directly pay for any items that it has agreed to fund. No money will be transferred into accounts.
- The SEE Review Board Graduate Advisor will be responsible for any contracts; however the organization must work closely with the advisor in this process.
- A co-sponsorship agreement will be signed by the organization and the SEE Review Board Graduate Advisor.
- Within two weeks after the event, a brief report must be submitted to the SEE Review Board Graduate Advisor.
- If ticket sales for the event turn a profit, the profits are returned to the SEE Review Board to assist in funding future events. If the profits exceed the amount the SEE Review Board granted, the excess will be returned to the group.

Before Turning In Your Application

- Proofread and correct typos/errors Y / N
- Prioritize the items you request for funding Y / N
- Provide exact costs and documentation for all amounts Y / N
- Double check cost quote information Y / N
- Read and sign statement of understanding Y / N

Statement of Understanding

I have read, do understand, and intend to follow the directions and guidelines for co-sponsorship funding. I can also attest that my organization is registered with the Office of Campus Programs.

Organization Officer Signature **John Doe**

Date **9/1/2008**

Contact Information

Nicholas Collins
Co-Sponsorship Director
SEECosponsorship@umd.edu
301-314-8498

Damien J. Franze
SEE Review Board Advisor
dfranze@umd.edu
301-314-7366

Application for Co-Sponsorship

Full name of Student Organization: **Green Terps**

Name of Program: **Recyclefest 2008**

Brief Description of the Event: Green Terps will be hosting Recyclefest in the Colony Ballroom of the Adele H. Stamp Student Union. Recyclefest will be a special event with the purpose of promoting sustainability and being green in our everyday lives. We are bringing a host of vendors to set up booths in the Colony Ballroom. Each of these vendors will represent an aspect of sustainability and being green—recycling, climate change, transportation, and energy use, just to name a few. Most of the booths feature some kind of fun activity or game as well as educational materials to educate people about sustainability and being green.

	Name	Email	Phone
Treasurer	Jane Plain	plain@umd.edu	240-555-5555
Program Chair	John Doe	doe@umd.edu	301-555-5555

Location of the Event: **Colony Ballroom—Stamp Student Union**

Has this space been placed on hold with Campus Reservations? **Yes**

When is payment due for the location? **Green Terps has already paid for the room**

Date of Performance: **10/16/2008** Time: **11:00am – 3:00pm**

Anticipated Attendance: **500+** Previous Year's Attendance: **New program**

Will tickets be sold? **No** Admission Amount: **Free**

Is your group registered with the Office of Campus Programs? **Yes**

Is your group recognized with SGA? **Yes**

Additional Sources of Funding

SEE Review Board cannot solely fund an event. Please indicate other sources of funding, including SGA accounts and bank accounts from outside sources. **You must attach your SGA budget and/or last bank statement.**

Organization	Amount of Funding	Contact Information
Green Terps	\$375 – room rental	<u>greenterps@umd.edu</u>
Student Government Association (Group Help)	\$3,000	SGA Vice President of Finances x48329 SGA Office
Office of Campus Sustainability at UMD	\$3,000	Mark Stewart <u>stewartm@umd.edu</u>

Line Item Information and Guidelines

SEE Review Board funds the categories designated in the following pages. This chart outlines what items fit into the categories. For on-campus costs, use quotes from appropriate departments (Campus Reservations, Union AV Equipment, etc.) For off-campus costs, documentation varies. For all cost information, please list a contact name and telephone number of the person who quoted the information.

Category	Items included in the category
Performer's Fees	Includes the actual fee the performer would charge and costs for transportation, hospitality needs, hotel, etc. Also, this should include the costs of postage and printing for sending contracts to performers.
Venue	The cost of space reservation.
Production	Includes AV equipment, lighting, and sound. Any and all technical equipment needed.
Promotion	Includes newspaper ads, flyers, handbills, posters, etc.
Security	The cost for police and police aids to be present for the event.
Miscellaneous	Anything not covered in the other five categories. Please list detailed information.

Budget Proposal

PLEASE ROUND ALL FIGURES TO NEAREST DOLLAR AND LIST LINE ITEMS IN PRIORITY ORDER

Performers Fees	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$10,000	\$10,000	\$4,000	
<p>Cost Quote Information: Sent to us via email (see attached)</p> <p>Contact: Sarah South, south@greenamerica.org, 555-555-5555</p>			

Venue Costs	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$375	\$375	\$0	
<p>Cost Quote Information: Campus Reservations</p> <p>Contact: stampreservations@umd.edu</p>			

Production Costs	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$0	\$0	\$0	
<p>Cost Quote Information:</p> <p>Contact:</p>			

Promotion Costs	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$0	\$0	\$0	
Cost Quote Information: Contact:			

Security Costs	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$0	\$0	\$0	
Cost Quote Information: Contact:			

Miscellaneous Costs	Expected Total Cost	Amount Requested from SRB	Allocated Amt. (SRB use only)
\$0	\$0	\$0	
Cost Quote Information: Contact:			

Total Expected Cost: \$10,375

Total funding outside of SRB: \$6,375

Total Requested from SRB: \$4,000

CHEVY CHASE BANK

GREEN TERPS
5555 TERP LANE
COLLEGE PARK, MD 20742-4631

International Travelers, you may not be able to access savings accounts using your ATM or Check Card at Foreign ATMs. Furthermore, most foreign ATMs do not recognize ATM Cards that only have savings accounts linked to them. Before you go abroad, be sure to arrange another way to access needed funds from your savings account.

No Minimum Checking Account Summary

Beginning balance on August 07, 2008	2,987.90
Deposits and other credits	0.00
Checks paid	298.46
Withdrawals and other debits	0.00
Interest credited	0.00
Service charges	0.00
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Ending balance on September 6, 2008	2,689.44

No Minimum Checking Checks Paid

Check#	Date	Amount
537	14-Aug	298.46

{Attachment #2}

From: Sarah South <south@greenamerica.org>
To: Green Terps <greenterps@umd.edu>
Date: August 28, 2008
Time: 4:07pm
Subject: Event Quote

Hi John,

Attached is the quote you requested for you event, Recyclefest 2008, to happen on October 16, 2008 from 11:00am – 3:00pm in the Colony Ballroom of the Adele H. Stamp Student Union at the University of Maryland.

This quote covers the entire cost of the 15 vendors at your event for the duration of the day.

Please let me know if you have any questions!

Best,
Sarah

Sarah South
Programs and Outreach Director
GREEN AMERICA

555.555.5555 (p)
555.555.5515 (f)
south@greenamerica.org (e)
www.greenamerica.org (w)

Attachments

Quote_UMD_10_16.doc (20 K)