



## Preliminary Allocation Questionnaire

Organization Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Email: \_\_\_\_\_

**Please answer the following questions to the best of your ability.  
(no essays please, succinct answers are preferred)**

1. What do you plan to use the advance allocations for? Please submit up to seven itemized proposed budgets. (Please see attached page)
2. How do you plan to benefit TU students by using this money?
3. How do you feel your organization's events benefit TU as a whole?
4. How has your organization changed from last year to the upcoming year?
5. Were you able to do everything you said you would with allocated money last year?

## Programming Information Form

**Organization Name:**

**Date:**

Organization classification:

*(underline and bold those that apply)*

Cultural    Honor Society    Religious    Special Interest

Pre-Professional    Student Services    Greek

**Proposed programming for Preliminary Allocations:**

(List all planned events and complete a separate Budget Proposal Form for *each* event)

1.

2.

3.

4.

5.

6.

7.

## Budget Proposal Form

### Organization Name:

Name of Event: \_\_\_\_\_

*(Must match event name from Programming Information Form.)*

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

If off campus, will transportation be provided and advertised? \_\_\_\_\_

Is the event open to all students? \_\_\_\_\_

Is an admission fee being charged? \_\_\_\_\_

Will alcohol be present at the event? \_\_\_\_\_

Will alcohol be provided at the event? \_\_\_\_\_

How many consecutive years has your organization held this event? \_\_\_\_\_

If this is not a new event, what was the attendance last year? \_\_\_\_\_

Estimated TU student attendance this year? \_\_\_\_\_

List sponsoring organizations:

Describe the purpose and goals of the event:

Describe how this event would be funded without SA support:

Provide an itemized budget for this event:

#### Itemized Event Budget:

Food: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Advertising: \_\_\_\_\_

Décor/Dinnerware: \_\_\_\_\_

Security: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

Please describe any costs listed as "other":

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*Make a copy of **this** form for each proposed event.*