

Name of Club Hosting Event: \_\_\_\_\_

Contact Person (Name, Email, Phone): \_\_\_\_\_

\_\_\_\_\_

Club Advisor Approval:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title and Date of Event: \_\_\_\_\_

How much will the event cost? \_\_\_\_\_

The money will be spent on (be as specific as possible):

Event Details and Logistics:

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Office Use Only:

USG Treasurer Approval Date: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_  
Advisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Spent: \$ \_\_\_\_\_

Please **attach** a program of events, make a copy of this for yourself, and turn in to **Jenn Wells** ([jenn.wells@nyu.edu](mailto:jenn.wells@nyu.edu) or 2<sup>nd</sup> Floor of Pless Hall during 9am to 5pm) two weeks prior to event.