

Request Form for Events Sponsored by GSGA

Thank you for your interest in hosting or co-hosting an event at the CUNY Graduate School of Public Health & Health Policy with support from the Graduate Student Government Association (GSGA).

- Name and email of student completing this form:
 - First Name:
 - Last Name:
 - CUNY SPH Email:
- Primary contact person for this event (if different from above):
 - First Name:
 - Last Name:
 - CUNY SPH Email:
- <u>Title and Date(s) of Event:</u>
- <u>Brief description of the event</u> [Please describe the purpose of this event and how this event will

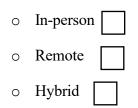
benefit SPH students; intended audience, anticipated number of participants, etc]





Set-up for the event

• Event modality (check one):



• Location of event:

- On campus (Please specify room if known)
- Off-campus (Please specify)

Technical Assistance Needed:

- Yes
 - If yes, please explain with as much detail **as possible.**

Computer/audio visual needs:

• Yes

No

• If yes, please tell us what you will need for the event.

Will food/beverages be served/provided?

- Yes
- No
- If yes, please describe whether refreshments will be provided to participants and any

additional details (i.e., catering vendor, Panera gift cards, etc.)





• <u>**Room Set-up for Event**</u> (for in-person/hybrid events):

Please provide a detailed description and/or provide a visual layout of how you would like the room to be arranged (i.e., chairs in rows or circle, any tables needed, mobile writing boards, newsprint, etc.).

• **Sponsorship of Event** (i.e., which student club(s), SPH office(s), or any external partner(s)

is/are hosting this event)

- Full name
 Affiliation
- How will the co-sponsor be involved in the event?
- **Co-sponsor #2** (i.e., which student club(s), SPH office(s), or any external partner(s) is/are hosting this event)

0	Full name	
0	Affiliation	
		CUNY SPH Graduate Student Government Association



• How will the co-sponsor be involved in the event?

Promotion of Event

Please indicate how you will promote the event (Check all that apply)

- GSGA Newsletter
- SPH Weekly Update/Events Round-Up
- Dedicated email
- Social media social media handle:
- Fliers to be posted on campus.
- Campus monitors
- Other Please specify:

Event Budget Request

- Item #1:
- Amount:
- Item #2:
- Amount:
- Item #3:
- Amount:
- Item #4:
- Amount:

TOTAL BUDGET:

<u>Please share any</u> additional information about this event you think is important for us to know.





Thank you for completing this form!

THIS SECTION FOR INTERNAL PURPO	SES ONLY:	
Name GSGA APPROVAL:		
	Date:	
Signature	D	_
Name STUDENT AFFAIRS APPROVAL:		
	Date:	_
Signature		

