

## 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:
- **Title and Date(s) of Event:**
- **Brief description of the event** [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**):

- In-person
- Remote
- Hybrid

• **Location of event:**

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

**Technical Assistance Needed:**

- Yes
- No
- 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.)

- **Room Set-up for Event** (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)

- Full name
- Affiliation

- 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:**

**Please share any** additional information about this event you think is important for us to know.

Thank you for completing this form!

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THIS SECTION FOR INTERNAL PURPOSES ONLY:

Name GSGA APPROVAL:

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

Name STUDENT AFFAIRS APPROVAL:

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