



Event Hosting Worksheet

Organization Name _____ Application Date _____

Contact Name _____ Phone # _____

Email Address _____

Program Title: _____ **Date:** _____ **Time:** _____

Program Location (see reverse for descriptions):

_____ The Pavilion _____ XCEL Level _____ Gaming Pit _____ Late Nite Field _____ Food Court _____ Sus. Room

_____ New Union Lower Level _____ A location not specified above and within the Union or surrounding area

Brief Program Description (what you would like listed on the LN website):

Program Needs (What you are asking for from Late Nite):

_____ *Advertising – Your event is automatically included in our Late Nite flyers and websites if approved 2 weeks in advance. If you would like additional funds for advertising, special flyers in our display cases, online sign ups, or other forms of advertising, please elaborate*

_____ *Materials/Equipment – Check with the Graduate Assistant to find out what materials and equipment LN can offer for your event. Materials or funds requested (please attach an additional list if necessary)*

_____ *Financial – See reverse for reimbursement and fundraising stipulations for specific events.*

_____ *Other Requests* _____

*****Important Notes*****

- 1) Reservations (if necessary) are to be made on your own through the University Union Office, located in the New Union.**
- 2) Any advertising for your event MUST include “Late Nite Binghamton” or our logo in order for you to receive full reimbursement after the event.**
- 3) After you have completed this form, bring the worksheet and all additional materials with you to the Campus Life Office, UU 145. One of the Late Nite Graduate Assistants will contact you in less than two business days. Please plan ahead!!!!!!**



Information regarding Applications for Late Nite Binghamton Event Hosting

The Late Nite Binghamton Programming Board provides funding and support for Student Organizational programs and events that enhance student life. Due to the nature of Late Nite, events should be held in the University Union on Fridays or Saturdays from 9pm to 2am. The event must be free to students. **Events that are held outside of the above times, days, and locations or which require students to pay may not be supported by Late Nite (check with the Late Nite Coordinator for clarification).**

Locations and Types of Programs:

1. **The Pavilion** (top level of "The Stacks," outside of room 252). For table format event/activity.
2. **XCEL Level** (main level of "The Stacks," outside of the XCEL Center). For table format event/activity.
3. **Gaming Pit** (bottom level of "The Stacks," outside of the Campus Mail Services). For a gaming event/activity.
4. **Late Nite Field** (grassy area between Dickinson Amphitheater and Peace Quad). For outdoor sports/activities.
5. **Food Court** (dining area of Food Court) or **Susquehanna Room**. For a large scale event or one with a coffeehouse feel - i.e. music, comedy, poetry.
6. **New Union, Lower Level** (downstairs from the food court). For table format event/activity.

Funding:

- o All student group programs hosted with Late Nite which fulfill ALL of our requirements will be paid **\$50** in the form of fundraising support.
- o If your group purchases additional supplies, equipment, food, prizes, etc. for your event, Late Nite will reimburse up to **\$100**, but you **must** turn in all receipts in order for this to occur.
- o Funding options are variable at the discretion of Late Nite if we are paying for things such as films, performers, etc.

Requirements:

- Completed Event Hosting Worksheet (this form).
- Copies of any advertising your group is doing (with Late Nite Binghamton noted on the ads).
- Completed and signed Event Checklist (download from our website or receive at your meeting with the GA or Program Coordinator).
- All receipts for reimbursement.

If any of these support options sound feasible for your organization, please fill out the reverse of this form and bring it to the Campus Life Office (UU145) at least **two weeks prior to your event**. There are a maximum number of events we can hold due to limited number of resources (speakers, projectors, etc.) and space so plan as early as possible, and have backup dates if necessary.

If your event does not fit the above descriptions but is held during Late Nite hours in the Union (and is free to students), fill out the worksheet on the reverse and meet with a Late Nite GA or the Program Coordinator to discuss the possibilities for Late Nite working with your organization.

****Please Note: Filling out the event hosting worksheet does not guarantee Late Nite will support your event.****

Please Contact Us:

Campus Life Office

University Union 145

777-9338 / 777-5727

latenite@binghamton.edu

More info on our website about LN events:

<http://latenite.binghamton.edu>

Office Use Only

Date Approved: _____

Graduate Assistant: _____

Last date to meet with GA: _____

Date pd. _____