



Student Interest Proposal

Due 3 Weeks Prior To Event!!!

Student Leader	
Email/ Phone #	
Club(s)	
Program	
Date of Program	

Directions

1. Fill out SIP & create Program Flyer
2. Turn SIP into the Director of Resident and Student Life
3. ASAJU turns SIP in and will notify the Student Leader.
4. Requests For Check (RFC) are available from ASAJU upon SIP approval.

*****DO NOT PAY FOR ANYTHING UNTIL PROGRAM IS APPROVED*****

ASAJU Approval Signature		Date:
Advisor Approval Signature		Date:
Faculty Approval Signature (if applicable)		Date:

*****Must have signatures to hold the program!!*****



Proposal Outline (PO)

Program Title: Brandeis

Program Date:

Start Time:

End Time:

Objective (Explain how the program connects to the AJU mission statement)

Transportation

Yes <input type="checkbox"/>

No <input type="checkbox"/>



Budget Form

List all materials needed for program.

Student Leader paying for items (unless provided by AJU) _____

Item	Price	# Needed	Total	Why	Source

Total Cost of Program _____

*****Only items listed on this form are eligible for reimbursement using a Request For Check (RFC) form*****

RFC and PE Forms can be picked up after the program is approved.



AJU Mtg/Room Request Form

Date of Program: ____/____/____ Su M T W Th F S
Start time: ____ AM/PM **End Time:** ____ AM/PM
No. of attendees: ____
Room Request: _____ **Second Choice:** _____
Set up: Standard Diagram attached

Furniture (Not normally present in the room)

Tables: Rectangular 6': ____ Rectangular 8': ____ Rounds: ____
Tablecloths: Yes No
Chairs: Metal Folding: ____ Other: ____
Other: Podium Lectern White Board Easel (# ____) Other ____

Audio Visual

Microphone: Regular Wireless Handheld in Small Berg Lapel
TV: TV/DVD/VCR
PowerPoint etc: PowerPoint w/Computer Projector only (user supplies laptop/cord)
Sound System: Play music/ipod Speaker/Announcements
Other: Podium in Sm. Berg Screen Speakerphone Boom-Box Extension Cord

Food Service

Service Requested: Buffet Pre-Set Plates Through the line # ____ Boxed to go ____

Beverages: _____

Brief Summary for Catering:

Parking

How many cars are you expecting? _____

Reserved parking space(s) _____ (Please make a sign with name/date/time/event)

Anything additional to add? _____