

# A.L.A.N.A.

AFRICAN LATINO ASIAN NATIVE AMERICAN STUDENTS PROGRAMMING BOARD  
CO-SPONSORSHIP APPLICATION

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## Part 1 - Organization Information

DATE: \_\_\_\_\_

NAME OF ORGANIZATION:

\_\_\_\_\_

PRESIDENT (NAME, EMAIL, PHONE):

\_\_\_\_\_

TREASURER (NAME, EMAIL, PHONE):

\_\_\_\_\_

ADVISOR (NAME, EMAIL, PHONE):

\_\_\_\_\_

NUMBER OF G-BODY MEMBERS: \_\_\_\_\_

NUMBER OF E-BOARD MEMBERS: \_\_\_\_\_

LIST ALL SOURCES OF INCOME FOR THIS YEAR:

This includes SAFC, MFC, CUPB, CCC, ISPB, MGLC, DEANS, COSEP  
ASSOCIATES, DUES, etc.

\$ \_\_\_\_\_ FROM \_\_\_\_\_

\$ \_\_\_\_\_ FROM \_\_\_\_\_

\$ \_\_\_\_\_ FROM \_\_\_\_\_

## PART 2 – EVENT PROPOSAL

DATE AND TIME OF EVENT: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT:

EXPECTED ATTENDANCE: \_\_\_\_\_ ADMISSION CHARGE: \$ \_\_\_\_\_

HAVE YOU SPONSORED THIS EVENT BEFORE? \_\_\_\_\_

If yes, estimate past attendance: \_\_\_\_\_

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## PART 3 – QUESTIONS

- 1. Is there an engagement fee/honorarium for the event? If so, please indicate who the speaker/artist/performer is, what they will do at the event, and include some form of proof of contact. [Proof of Contact should be a letter or email from the performer indicating that they are available and willing to come for the event on the given date for the given price.]**
- 2. Is there going to be food at the event? If so, will it be catered by Cornell Catering or another catering service? Please indicate what will be served and include a price quote from the catering service for the amount of people you plan on having.**
- 3. Is there going to be equipment rental? If so, what is the name/phone number of the company that will be providing the equipment? Please indicate exactly what would be rented as well as a price quote for that day.**
- 4. Please indicate the different forms of publicity (posters, banners, flyers, etc.) that will be used for the event and how much each individual form will cost.**

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## PART 4 – BUDGET

Please be specific with expenses such as publicity, administrative costs, and other costs.

INCOME		EXPENSES	
Ticket Sales		Honoraria/Fees	
Bank Account		Transportation	
SAFC		Lodging	
MFC		Food	
ISPB		Publicity	
Dues		Venue Rental	
Other:		Equip. Rental	
1.		Admin. Costs	
2.		Other:	
3.		1.	
4.		2.	
5.		3.	
6.		4.	
7.		5.	
8.		6.	
9.		7.	
Total Income:	\$	Total Expense:	\$

TOTAL INCOME – TOTAL EXPENSES = \$ \_\_\_\_\_

AMOUNT REQUESTING FROM ALANA = \$ \_\_\_\_\_