

Arc/D

EVENT PROPOSAL FORM

Contact Information

Contact

Phone

Email

Affiliation

Administration

Faculty

Staff

Student Organization *

* If Student

Name of Organization

Name of Faculty Advisor

Email of Faculty Advisor

Event Information

Type of Event
(select all that
apply)

Conference

Lecture

Social

Continuing Education

Networking

Symposium

Discussion/Town Hall

Reception

Workshop

Informational

Review

Other

Brief

Description
of Event

Preferred Date

Alternate Date

Preferred Room

Alternate Room

Preferred Start Time

Alternate Start Time

Preferred End Time

Alternate End Time

Intended

KU Arc/D Community

Arc/D Faculty Only

Arc/D Alumni

Audience

KU University Community

Academic Community

Other Invitees

(select all that
apply)

Arc/D Students

Lawrence Community

Event Objectives

Has this event taken place before? Yes No Will this be an annual event moving forward? Yes No

Will there be a speaker who is NOT affiliated with KU Arc/D at this event? Yes No

Does this event support one of the 7 Arc/D Initiatives? Yes No

A diverse integrated global network for lifelong learning

Innovative resourcing models

An open dynamic cutting edge, and adaptive space

The creative force at KU and beyond

The measure of excellence in design, research and teaching

A distinctive and global D-School

Partner for Professionals, communities and industries

Event Funding

Is there a Co-Sponsor for this event? Yes No Please list

Is there a Co-Funding for this event? Yes No Amount

Using the budget worksheet on the back of this form, please provide your estimated total and requested budget.

** Estimated Budget Total

*** Total Requested of Arc/D

Please submit this form to Whitney Juneau in Marvin 206 A. Upon approval of this form, you will be contacted by the Event Office to set up a meeting to discuss your event.

Arc/D

EVENT BUDGET WORKSHEET

Site

Room and Hall Fees
 Site Staff
 Equipment
 Tables and Chairs
 Total

Publicity

Graphics Work
 Photocopying/Printing
 Postage
 Total

Refreshments

Food
 Drinks
 Linens
 Staff and Gratuities
 Total

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**** This number goes on the other side of this form.*

Program

Speaker Fees
 Travel
 Hotel
 Ground Transportation
 Conference Program
 Total

Miscellaneous

Supplies
 Decor
 Other
 Nametags
 Total

Anticipated Event Expense Summary

Site
 Publicity
 Refreshments
 Program
 Miscellaneous
 Net Total
 Antipated Outside Funds
 Requested Arc/D Total

from our experience, a few numbers to get you started...

KU Hotel Rates (Sun. - Thurs.)

Double Tree by Hilton \$104/night
 Spring Hill Suites by Marriott \$104/night
 The Eldridge Hotel \$125/night
 The Oread Hotel \$125/night
 Towne Place Suites King Studio \$139/night

Catering

Breakfast Spread \$150
 Pizza, Cookies and Drinks for 40 \$150
 Assorted Boxed Lunches for 40 \$400
 Assorted Salads for 25 \$230

Ground Transportation

Private Sedan (one way from MCI, up to 3 passengers) \$75
 Private Van (one way from MCI, up to 11 passengers) \$100

Printing

Conference Programs \$130
 (150 color, saddle stictch booklets)

For Office Use Only

Approval of Event Concept	Yes	No	
Approved Budget	Full Requested Amount		Partial Amount
Approved Funding Source(s)			

Financial Officer Signature

Event Office Signature