

## 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

Continuing Education

Discussion/Town Hall

Informational

Lecture

Networking

Reception

Review

Social

Symposium

Workshop

Other

Brief

Description  
of Event

Preferred Date

Preferred Room

Preferred Start Time

Preferred End Time

Alternate Date

Alternate Room

Alternate Start Time

Alternate End Time

Intended

Audience

(select all that apply)

KU SADP Community

KU University Community

SADP Students

SADP Faculty

Academic Community

Lawrence Community

SADP Alumni

Other Invitees

## 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 SADP at this event?

Yes

No

Does this event support one of the 7 SADP Initiatives?

Yes

No

A diverse integrated global network for lifelong learning

An open dynamic cutting edge, and adaptive space

The measure of excellence in design, research and teaching

Partner for Professionals, communities and industries

Innovative resourcing models

The creative force at KU and beyond

A distinctive and global D-School

## 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 SADP

*Please submit this form to Patti Baker, in the Dean's Office, Marvin 200. Upon approval of this form, you will be contacted by the Event Office to set up a meeting to discuss your event.*

# SADP 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

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

*\*\*\* 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 SADP 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 passangers) \$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