

OGLBTC Program Proposal

This form needs to be completed by the student leader or organization director and submitted to Patrick Finnessy, Director, no later than four weeks in advance of the proposed program. The OGLBTC has limited funding available, and submission does not equate a commitment to funding. OGLBTC has in-kind services such as promotion, marketing, staff support, or other resource support that may be available to you in lieu of funding.

1. Program Name/Topic:

2. Rationale for Program (how does this meet part of the OGLBTC's mission statement? Goals? Outreach to ally's? Sexual/gender identity needs?)

3. Tentative location site (east/west/SSB)--circle one
Space in mind or reserved:

4. Potential presenter(s): (identify credentials/qualifications)

5. Target audience:
6. Estimated audience size?

7. Suggested day of the week (if you have a date in mind, include it):

8. Suggested time of day/evening:

9. ESTIMATED COSTS FOR THE ENTIRE EVENT:

Honorariums	\$
Advertising	\$
Room space	\$
Travel	\$
Meals	\$
Equipment	\$
Miscellaneous	\$

10. What type of co-sponsorship are you seeking from the OGLBTC?
_____ space _____ money _____ marketing _____ other
_____ paper _____ staffing _____ Xeroxing
11. Identify collaborators/partnerships/co-sponsors. THIS IS REQUIRED.
(ie...cultural center; LARES; a UIC College; department, etc.)
12. Identify needs: (ie...technical needs; equipment; space; staff personnel, etc.)
13. Identify marketing/promotion strategy:
14. What support from the OGLBTC are you seeking? Be specific.
This should compliment what you checked in question 10:
15. State your deadline needs. Be specific:
16. YOUR contact information:
Name
Phone
Email
Fax
Mail Code/Campus Address