



Concordia University of Edmonton

Students' Association

STUDENT-LED EVENT APPLICATION

Do you have an idea for an event or activity you want to run on campus? The CSA has set aside money available this year for Concordia student-led events.

Criteria:

- You must be an undergraduate student;
- You must be a Concordia student at large (although using support and assistance from others is encouraged);
- Clubs/Unions may not apply.

How to apply:

Complete this application form and submit it to the CSA VP of Student Life, via email: csavpstudentlife@student.concordia.ab.ca or in Room A207C

Deadline for Applications:

- Applications must be submitted a minimum 4 weeks prior to your event

How will decisions be made?

The CSA EC will be making decisions based on:

- The detail and thought in your application
- The type of activity/event

You will be notified of the CSA decision within 2 weeks.

Think outside the box, the possibilities are only limited by your imagination!

Name of Event/Activity: _____

Student Information:

Name: _____

Phone Number: _____

Email: _____

Area of Study: _____

What year are you in? _____



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1. What is the purpose of this event?
2. What external or internal group will benefit from this event?
3. Where on campus will the event take place?
4. When would you like the event to happen?
5. How many students do you expect to attend/participate in your event?
6. How much funding do you need from the CSA? (summary)
7. How much materials will you need from the CSA to run the event? (examples: tables, chairs, volunteers)
8. How will you market the event, and would you like CSA to assist you?
9. Do you need help finding volunteers to run the event?
10. How many hours do you expect it will take you to plan, deliver and evaluate the event?
11. What are the risks associated with this event and how do you plan to mitigate them?
12. What are your plans for the proceeds collected on the event? (summary)

Student Signature: _____ Date: _____



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TO FILLED BY CSA EXECUTIVE:

Date Received: _____ Date Reviewed: _____

Approved: Yes ____ No ____

Comments:

Signature:

CSA President Signature

CSA VP of Finance