Apply for $5,000 to host a Late Night Campus Event!

Overview:
The Late Night Campus Event Program was started in 2016 in order to support student nightlife and enrich the student experience. A group of students found campus sponsors and hosted late night trivia at the CoHo during Spring Quarter 2016. After successful completion of the trivia night, a proposal was written to our Vice Chancellor of Student Affairs to allow for a sustainable series. As part of the new series, campus departments, Student Organizations, and other campus entities (e.g., ASUCD) are encouraged to collaborate and apply to host an event. Example events include movie nights, sports events, open mic nights, and food-centered events. Though $5,000 will be available, the entire amount does not need to be used.

Fall 2016 Pilot Program:
The division of Student Affairs has approved financial support for the first event of the 2016-2017 academic year. This event will serve as a pilot to collect information and evaluation data for future events. A representative from Health Education and Promotion will provide oversight during the planning and implementation of this event. The representative will ensure the appropriate data is collected, and assist in transferring funds. Guidance and logistical support, including marketing and publicity support, will also be available as needed.

Event planning will take place during Fall Quarter with a plan to hold the event the first Friday or Saturday of Winter Quarter, January 13th or 14th.

Instructions:
Please read the requirements below and fill out the application questions on pages 3 and 4.

Application due date: September 30th, 2016
Requirements:

- Must be an event beginning at or after 9:30 pm and ending at or after 12:30 pm.
- Must be open to the entire student body
- Must be alcohol-free
- Must be on a Friday or Saturday night
- Cannot charge admission
- Cannot be an organization fundraising event
- Must provide post evaluation for event, a final report and the return of unused funds by a date specified or result in probation for the next grant cycle (include receipts for verification).
- Must be held at an on-campus location, with security if deemed necessary
- Must be publicly affiliated with UC Davis’ Late Night Campus Events in marketing and implementation with acknowledgement to Student Affairs
- No dangerous activities can be performed at the event
- Must draw in at least 100 participants but more are encouraged
- Cannot include any discriminatory/offensive language, themes, or connotations.
  - In compliance with UC Policy on Sexual Violence and Sexual Harassment  
    [http://policy.ucop.edu/doc/4000385/SVSH](http://policy.ucop.edu/doc/4000385/SVSH)
- Must convene 3 meetings (pre-event planning, pre-event implementation, and post-event) with Staff/Faculty advisor and Health Education and Promotion Representative

Funds can be spent on:

- Event costs and supplies (can include incentives such as food and/or prizes)
- Event Marketing
- Event Venue
- Event Staff
- Publicity, door prizes, raffles etc.

Funds cannot be spent on:

- Political campaigns or lobbying
- Indirect costs
- Organization/department supplies

For questions, please email Raeann Davis at rdavis@shcs.ucdavis.edu
APPLICATION

Name(s) of Student Organization(s), Department(s) and/or campus entity applying:

Primary contact:

Primary contact affiliation:

Primary contact email:

1. Provide a description of your event.

2. What is the overall aim of your event?

3. How will this event effectively draw a diverse audience and participation from the student body?

4. If applicable, please list a Staff or Faculty advisor for the event__________________________
5. Please fill out the following two templates for marketing and budget purposes:

### TEMPLATE FOR MARKETING TIMELINE:

<table>
<thead>
<tr>
<th>Task</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Ex. Make an event page on social media; Request fliers</em></td>
<td>Jan. 1, 2020</td>
</tr>
</tbody>
</table>

### TEMPLATE FOR PROJECTED BUDGET EXPENDITURE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Supplies</td>
<td>$300</td>
<td><em>Provided by CoHo</em></td>
</tr>
<tr>
<td><em>Ex. pizza</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Marketing</td>
<td></td>
<td></td>
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<tr>
<td>Event Venue</td>
<td></td>
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</tr>
<tr>
<td>Event Staff</td>
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</tbody>
</table>

Evaluators will examine the following grading criteria:
Campus entity/entities →
- Have a coherent and cohesive plan
- Will draw a large and diverse audience
- Have identified potential partners (*optional*)

Return application to [rdavis@shcs.ucdavis.edu](mailto:rdavis@shcs.ucdavis.edu)