

Dollars for Innovative & Creative Entertainment

DICE Spring 2008

Contact:

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DICE GUIDELINES

- Applications for DICE funding for Spring 2008 available NOW!
- The coordinators of the event will be required to meet with Erin Sekerak, Student Programs Coordinator prior to approval of funds.
- This application does not guarantee the group will receive DICE funding. The more information that you are able to include in the application and any supporting materials you are able to provide (creative ideas, advertising materials, etc.) will assist the Student Activities Office in the decision making process.
- **Worksheet B: Budget Analysis**-This worksheet is for you to plan your budget for the event. The white section is for the amount of money that you are requesting from DICE to go toward the particular event. The shaded area is the amount of money your group has in its account to go toward the items. Please include notes about what the expense is for as this will also help in the decision making process.

Event must:

- Be open to the entire Notre Dame Campus.
- Take place on the Notre Dame campus.
- Take place on a Thursday, Friday, or Saturday night between the hours of **9:00 pm - 2:00 am**.
- Be publicly announced and advertised. All publicity must include the Student Activities Office logo and be approved by the Student Programs Coordinator.
- Be staffed by student group volunteers.
- Be within the scope of the sponsoring group's mission.
- Not require admission fee or donation for the event.
- Not be a fund raiser for the sponsoring group.
- Utilize funding only for expenses that add value to the participants' experience (i.e. refreshments, better performers).

Please return Worksheets A & B to:
Student Activities Office
315 LaFortune Student Center
574-631-7308

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WORKSHEET A: Event Description

Please check one: New Event Funding Event Enhancement Funding

Proposed Event Title: _____

Proposed Date: _____ Day of Week (please check): Thursday Friday Saturday

Proposed Time of Event: Start Time: _____ End Time: _____ Proposed Location: _____

Have you completed an SAOnline Request? Yes No (Visit <http://sao.nd.edu/saonline.shtml>)

Is the proposed date and time flexible (i.e. Are you willing to change the date if necessary?) Yes No

(Reason: _____)

Coordinating Student Group: _____

Contact Person: _____ Phone: _____ E-mail: _____

Contact Person: _____ Phone: _____ E-mail: _____

Description of Activity: *Please provide a brief description of the proposed event/activity.*

How does this activity fit into the mission of your group?

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WORKSHEET B: BUDGET ANALYSIS SHEET

Please check one: New Event Funding Event Enhancement Funding

Proposed Event Title: _____

Coordinating Student Group: _____ Co-Sponsors: _____

REQUESTED	FUNDED	TYPE OF EXPENSE	NOTES
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PUBLICITY EXPENSES

\$		Observer Ads	
\$		Flyers/Posters	
\$		Table Tents	
\$		LSC/DH Banners	
\$		Other:	
\$		Other:	

OPERATIONS/PRODUCTION

\$		Facility Rental	
\$		Staffing/Security	
\$		A/V ~ Sound Equipment	
\$		Decorations	
\$		Other	

ENTERTAINMENT/SUPPLIES

\$		Honarium for Entertainment	
\$		Activity Supplies	
\$		Prizes/Incentives	
\$		Food	
\$		Other:	
\$		Other:	

\$		TOTAL EXPENSES
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\$		Sponsoring Group Contribution	
\$		Residence Hall Co-Sponsors	
\$		Club/Organization Co-Sponsors	
\$		Other Co-Sponsors	

\$		NET REQUEST
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<i>OFFICE USE ONLY</i>	Date Received: _____ Meeting Date: _____ Decision: \$ _____
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