**Application #**

 **Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(For CLCE Office Use Only)**

**Wellesley College**

**Committee on Lectures and Cultural Events**

**Fall 2014**

**Event Name:**
**Name:**
**Student, Staff, or Faculty:**
**Email:**
**Phone:**

**Which CLCE Committee Member have you consulted with?**

**Have you reviewed the CLCE Guidelines and Fall 2014 Community Chair Letter?**

**Would this be considered a "Major Event" (requesting $5,000 or more)?**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Submission Date:**
**Department of Organization:**

**Is this an Annual Event?**
**Affiliation:**
**FOPAL (Must have full # for Journal Entry Transfers):**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Student Organizations: SOFC Application made:**
**SOFC Response:**
**SOFC support must be sought and decided prior to submitting your application.**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Proposed Date:**
**Proposed Time:**
**Alternate Date:**
**Alternate Time:**
**Location:**
**Space Requested:**
**Space Confirmed:**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Please include everything for your application in one email.**

**Main Speaker(s), Performer(s):**
**Estimated Audience Size:**
**Publicity Strategy:**
**Event Purpose:**

**Prior Similar Events:**

**Event Description (in your own words, please do not copy website descriptions):**

**Relevant Readings and/or Links:**

**Co-Sponsors (please indicate the secured amount of monetary support for your event and remember that CLCE is the funder of last resort):**

**Expenses (please give detailed breakdown, no website printouts please):**

**Total Cost of Event:**

**Total Amount Sought from the CLCE:**