

**Bentley University
Cooperative Program Board
Event Lottery Application 2009-2010**

Name of Organization: _____ Contact Name: _____

Contact Email: _____ Phone Number: _____

Event Proposal

(Please attach additional sheets as necessary)

Event Name: _____ Expected Attendance/Anticipated Audience: _____

Date Requested: (1st Choice) _____ (2nd Choice) _____

Event Location: (1st Choice) _____ (2nd Choice) _____

Rain Location: (1st Choice) _____ (2nd Choice) _____

Time you would like to get in the room for **set-up (room must be reserved to include set-up time)**:

Event Start Time: _____ Event End Time: _____

Alcohol Event: Y N (circle one) Metal Detector Required: Y N (circle one)
LaCava and the Student Center are the only 2 locations licensed to serve alcohol.

Open to Non-Bentley Audience: Y N (circle one)

Will you request a 2 a.m. extension? Y N

Short Description of Event _____

Past History

(Please attach additional sheets as necessary)

Have you planned a similar event like this before?

If so, was it successful?

Attendance:

Have you had event issues in the past or had an event shut down during operation?

If yes, please explain.

Have you had to cancel an event in the past, and if so how far in advance did you cancel and why?

Proposed Budget

Entertainment/Disk Jockey:	\$ _____
Food/Beverages/Bar:	\$ _____
Supplies:	\$ _____
Decorations:	\$ _____
Lighting/Staging:	\$ _____
Other:	\$ _____
TOTAL:	\$ _____

Please email application to BHuggon@Bentley.edu.