

Student Committee for the Arts at UCLA  
Co-Programming Proposal/ Funding Request Form

Dear Programmer,

The Student Committee for the Arts at UCLA (SCA) is a student-run programming organization that serves as the student division of the nationally renowned UCLA Live. SCA is one of the most active organizations on campus, seeking to make the performing arts accessible and affordable for UCLA students by:

- Subsidizing and marketing student tickets to UCLA Live events.
- Producing a variety of on-campus programs and activities
- Supporting other student organizations and arts related entities on campus.

One of our most rewarding functions is producing on-campus events. Listed below are the steps you must take in order to have the Student Committee for the Arts approve co-promotion with your organization or funding of your event. You should begin the proposal process as soon as possible, and keep in mind that the executive committee is available to answer any questions.

- 1) Complete all sections of the following Form. If any information is found to be missing, including explanations of possible conflicts of interest or declarations of other funding received, the Committee reserves the right to withdraw collaboration or funding at any time and take appropriate action through Student Affairs.
- 2) Submit your completed Form to the Executive Board (contact information below) by **Monday**, at least **one week** prior to when you would like to make your presentation to the Committee, and **one month prior to the proposed realization of your event**.
- 3) The Producing Advisor, the Executive Board, or your Committee contact will schedule a meeting regarding your proposal.
- 4) Following your advisory meeting, make all necessary changes to your Form. Submit the revised version by **noon on Friday** of that week.
- 5) After these changes have been approved, your proposal will be put on the agenda for our next general meeting. These meetings take place on Monday nights from 6:00 pm–9:00pm; **please arrive promptly at 6:00pm**.
- 6) During the meeting you will have **no more than 10 minutes** to propose your event. You may include any pictures, slides or videos that will be helpful in giving the Committee a better idea of what your event is about. There will be time for the Committee members to ask question regarding your proposal.

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- 7) The Committee will take one week to review and discuss your proposal. For co-programming, we require that at least four Committee members show interest in forming a Subcommittee. If there are not at least four interested members, the proposal will not be voted upon. For funding requests, formation of a Subcommittee is not necessary to proceed with the vote. **For co-programming, only programs that involve the SCA in every aspect of the event production will be considered, and co-programming requests are usually looked upon more favorably than simple funding requests.**
- 8) The Committee will vote on the proposal. Approval is achieved with a two-thirds majority of the quorum. Any Committee member that is also a member of the student group that is applying shall abstain from the vote. The Committee may approve, deny, amend, or table your proposal.
- 9) Upon approval of your event or request for funding, you must meet with the Producing Advisor and your Subcommittee to discuss a **timeline** for your program, review University Rules and Regulations, and review the Committee's policies. The Subcommittee will report to the Committee on your programs' progress at Monday night meetings, act as the liaison between you and the Producing Advisor, and assist you in programming your event.
- 10) Please keep in mind the following policies when completing the Form:
  - a. For funding requests, the maximum allocation that the Committee offers is \$1,000.00. There is no maximum for co-programming proposals.
  - b. The Committee requires that it's logo be printed on **all marketing materials**, as well as the phrase "produces (or co-produced) by the Student Committee for the Arts. The Committee accepts one proposal or request per year, per registered student organization.
  - c. Your event must have a broad appeal on campus and a major performing arts component. It must also be free to students. The Committee cannot cover the costs of food, refreshments, or any related materials.

Good luck with your program and we look forward to hearing from you.

Sincerely,

The Executive Board

Gwen Thorn  
Co-Director  
thorngwen@gmail.com

David Serna  
Co-Director  
dserna@ucla.edu

Theodore Perkins  
Producing Advisor  
theactor@arts.ucla.edu

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**EVENT SUMMARY**

Please fill in this information after completing the budget and marketing narratives.

**Event Title:**

Organization:

\_\_\_\_\_

Campus Address: \_\_\_\_\_ Telephone: ( ) -

\_\_\_\_\_ Fax: ( ) -

\_\_\_\_\_

Event Dates and Times: \_\_\_\_\_

Event Venue: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated # of UCLA Students: \_\_\_\_\_

**Total Event Cost:** \_\_\_\_\_ **Funds Requested of SCA:** \_\_\_\_\_

**Contact Information**

Event Chair:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) -

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major: \_\_\_\_\_

Optional Second Chair:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) -

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major: \_\_\_\_\_

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**EVENT OVERVIEW**

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If not submitting electronically, on a separate sheet of paper, please provide typewritten responses to the following questions, otherwise, type them here. For each question, please limit your response to 250 words, double spaced and no smaller than 10-point font.

- 1) Describe your event for a student with limited experience in your particular art form. Be sure to include any history of the event or your organization. Please be brief but detailed.
  
- 2) Have you or your organization presented this event before? If so, when and where was this? Describe the experience both artistically and logistically.
  
- 3) What is your motivation for presenting this piece? How do you think UCLA students and the arts community will benefit from / enjoy this piece. Identify up to three (3) of your event's goals.
  
- 4) With what aspects of the event do you see needing the most help from Committee?

**SUPPLEMENTAL MATERIALS**

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Please submit supplemental media to describe your project. Examples include but are not limited to: Links, Photos, CD's, or DVD's of your work including past performances, early or final drafts of your script, lyrics or screenplay, anything else you think would help us understand your project. All submissions, including this form, become the sole property of SCA and will not be returned.

**GENERAL INFORMATION**

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Will you be receiving other funding for this event?  Yes  No

If yes, please list other sources of funding and the amount each source will be contributing:

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Is this a ticketed event?  Yes  No

If yes, what are your proposed prices? \_\_\_\_\_

Is this event a fund-raiser?  Yes  No

If yes, then whom will the fund-raiser benefit? \_\_\_\_\_

Have you confirmed the venue for this event?  Yes  No

If yes, please list venue and venue contact. \_\_\_\_\_

Are you part of a registered UCLA student group?  Yes  No

If yes, then what is the name of the group? \_\_\_\_\_

Have you consulted your Advisor at the Center for Student Programming?  Yes  No

If yes, what is their name and contact information? \_\_\_\_\_

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**BUDGET SUMMARY**

Please fill in this summary after completing the budget and marketing narratives.

	Priority	Total Amount Required	Amount requested from other sources	Amount Requested from Committee
Marketing				
Artist Fee				
Production*				
Supplies				
Ticketing**				
Other				
<b>Subtotal:</b>				
Contingency (>10%)				
<b>Total:</b>				

\* A written cost estimate from the Facility Manager (i.e. Performing Arts Production Manager, ASUCLA Events Services, Student Event Management, James Alumni Center, Melnitz, etc.) is required when charges are involved regardless of whether you are requesting funding for these charges or not.

\*\* If this is a ticketed event, then you must meet with the Producing Advisor in order to complete this section.

**MARKETING NARRATIVE**

Groups receiving support from the Student Committee for the Arts must recognize SCA on **any and all marketing pieces** by including the **SCA Logo, UCLA Live Logo** and the phrase **“produced/co-produced by the Student Committee for the Arts.”** SCA must proof all marketing material before publication.

	Priority	Total Amount Required	Amount requested from other sources	Amount Requested from Committee
Print Ads				
Radio/TV				
Flyers/Posters				
Other				
<b>Total Marketing Costs:</b>				

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**Print**

Description	Date	Size	Costs	Amount Billed to Other	Amount Billed to Committee
Total Print Costs:					

**Radio/TV**

Description	Time Period	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total Radio/TV Costs:				

**Posters, Fliers & Postcards**

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total Posters, Fliers & Postcards Costs			

**Other (i.e. e-mails, sponsorships, website, giveaways, etc.)**

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total Other Costs:			

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**ARTISTS**

A funding agreement will be required for any individual or group receiving funding from SCA.

Artist	Performance Description	Artist's Fee	Amount Billed to Committee
Artist(s) Fees/ Honorarium Total Costs:			

**SUPPLIES**

List each supply you require and the exact cost of each item. Be sure to calculate tax, when appropriate.

Item	QTY	Cost	Total Costs
Total Supplies Costs:			

**PRODUCTION**

Description	QTY	Cost	Total Costs
Total Production Cosst:			

**OTHER**

If necessary, briefly describe all items listed as "other" in your budget.

Description	Qty	Cost	Total
Total Other Costs:			

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**FOR COMMITTEE USE ONLY**

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Date Proposal submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SCA Subcommittee Members, if applicable:

Chair: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Date Proposal voted on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved       Not Approved

Reason for decline:

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Notes:

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