

EVENT PROPOSAL 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 CAP UCLA. 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 CAP UCLA 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. You should begin the proposal process as soon as possible, and keep in mind that the executive committee is available to answer and any questions.

- 1) Complete all sections of the UCLA Student Committee for the Arts Event Proposal Form.
- 2) Submit your completed form to the Student Committee's Staff Advisor by **Monday**, at least **one week** prior to when you would like to make your presentation to the Committee.
- 3) The Staff Advisor & Executive Committee will schedule a meeting regarding your proposal.
- 4) Following your advisory meeting, make all necessary changes to your Event Proposal Form. Submit the revised proposal by **noon on Friday**.
- 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 Tuesday nights from 6:00 pm – 9:00pm; if you are not a member, please **arrive promptly at 6:00pm**.
- 6) During the meeting you will have **no more than 10 minutes** to present your proposal. 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.
- 7) There will be time for the Committee members to ask questions regarding your proposal.
- 8) The Committee will take one week to review and discuss your proposal. We require that at least four (4) committee members show interest in forming a subcommittee. If there are not at least four interested members, the proposal will not be voted upon. **Only programs that involve the SCA in every aspect of the event production will be considered.**
- 9) The Committee will vote on the proposal, voting is done on a vote of a two-thirds majority of the present quorum. The committee may approve, deny, amend, or table your proposal.
- 10) Upon approval of your event, you must meet with the Staff Advisor and your Subcommittee to discuss a timeline of events for your program, review University Rules and Regulations, and review the Student 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 Staff Advisor, and assist you in programming your event.

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

Sincerely,

The Executive Committee

Spencer Davis
Co-Director

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Co-Director

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Theodore Perkins
Staff Advisor

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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:

EVENT OVERVIEW

On a separate sheet of paper, provide typewritten responses to the following questions. 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 Student Committee's help?

SUPPLEMENTAL MATERIALS

Please submit supplemental media to describe your project. Examples include but are not limited to: Photos, CD's, DVD's or VHS'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 projects. All submissions, including this form, become the sole property of SCA and will not be returned.

GENERAL INFORMATION

- 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:
- 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?

BUDGET SUMMARY

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

	Total amount required	Amount requested from other sources	Amount requested from the Committee
Marketing			
Artist Fee			
Production*			
Supplies			
Ticketing**			
Other			
Subtotal			
Contingency (>10%)			
<hr/>			
Total			

* 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 Staff 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, CAP UCLA 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				
Direct Mail				
Flyers/Posters				
Other				
<hr/>				
Total				

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 costs				

Direct Mail

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total direct mail costs			

Posters, Fliers & Postcards

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total posters, fliers & programs costs			

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

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
Total other costs			

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
Total artist fees			

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 cost			

PRODUCTION

Description	QTY	Cost	Total Costs
Total production cost			

OTHER

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

Description	Qty	Cost	Total
Total other costs			

FOR COMMITTEE USE ONLY

Date proposal submitted: _____ / _____ / _____

SCA subcommittee members: Chair: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Date proposal voted on: _____ / _____ / _____

Approved Not Approved

Reason for decline:

Notes:

