**OSU DEPARTMENT OF MUSIC**

**REQUEST FOR DEPARTMENTAL FUNDING:**

**EVENT/PROJECT/CONFERENCE**

**REQUESTOR:**

**FOR OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_ Postponed Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

**FUNDS TO BE EXPENDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event title or designation:

Proposed dates, time frame, and location/facilities:

ATTACH detailed description and rationale for event (*1 pg. max.*). As appropriate, please include:

* Purpose and scope
* Identify collaborators/personnel
* Identify audience/participants targeted and estimate number if practical
* Describe benefit(s) to audience/participants and/or to department and OSU

Indicate any anticipated/potential conflict with other departmental events or space usage.

List/describe any other proposed funding sources. ATTACH documentation (letters, memos, emails) of funding already committed, if available.

**PROPOSED BUDGET *(Proposal attached)***

Travel/accommodations:

Personnel (clinician fees, counselors, etc.):

Advertising/publicity:

Rentals and services:

Materials:

Equipment and furniture:

Media/technology needs:

Food:

Other (specify):