



Concordia University of Edmonton

Students' Association

Do you have an idea for an event or activity you want to run on campus? The CSA has set aside money available this year for Concordia student led events.

Criteria:

- You must be an undergraduate student;
- You must be a Concordia student at large (although using support and assistance from others is encouraged);
- Clubs/Unions may not apply.

How to apply:

Complete this application form and submit it to the CSA VP of Student Life Natasha Miller, via email: csavpstudentlife@student.concordia.ab.ca or in Room A207C

Deadline for Applications:

- Applications must be submitted minimum 4 weeks prior to your event

How will decisions be made?

The CSA EC will be making decisions based on:

- The detail and thought in your application
- The type of activity/event

You will be notified of the CSA decision within 2 weeks.

Think outside the box, the possibilities are only limited by your imagination!

Name of Event/Activity:

Student Information:

Name: _____

Phone Number: _____

Email: _____

Area of Study: _____

What year are you in? _____

1. Who is the target audience (e.g. all students, a specific sector of the student population)?

2. What is the event?

3. What is the purpose of this event? What do you hope to accomplish?

4. Where on campus will the event take place?

5. When would you like the event to happen?

6. How many students do you expect to attend/participate in your event?

7. What materials will you need to run the event? (examples: tables, chairs, volunteers)

8. How will you market the event, and would you like CSA VP of Marketing to assist you at all?

9. How many volunteers will you need to run the event? What is your plan for finding volunteers?

10. How many hours do you expect it will take you to plan, deliver and evaluate the event?

11. What risks are associated with this event? Are they low, moderate or high? Is each of the identified risks very likely, likely or unlikely? How will you mitigate the risks?

12. How will you measure the events success?

Student Signature: _____ Date: _____

To be filled out by CSA Executive:

Date Received: _____ Date Reviewed: _____

Approved: Yes ____ No ____

Comments:

Signature:

CSA President Signature

CSA VP of Student Life