

# Cornerstone Event Application Form

(Submit for new events only)

Sponsoring Organization \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Is this an annual program? (Circle one) YES NO

How many years has the program been offered? \_\_\_\_\_ What is the average attendance? \_\_\_\_\_

At what time of the year does your program occur? \_\_\_\_\_

Please explain how your program is funded and whether or not funding is promised for next year:

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On another sheet of paper, please give a description of your program and the reasons why it should be designated a Cornerstone Event. Keep in mind the three criteria for selection:

1. Significant student involvement in planning and participation;
2. Resources required are unique to the Hughes-Trigg Student Center (i.e., space and equipment needs are not available elsewhere);
3. Program design will aid student recruitment and retention efforts.

Please submit your request for the 2010-2011 school year to the Hughes-Trigg Student Center, (Fax – 84380 or Campus Mail to Box 750211) by 4pm on Friday, January 29, 2010. Thank you.

**For Reservation Office use only:**

**This application HAS / HAS NOT met the criteria for consideration as a Cornerstone Event.**