

**APPLICATION FOR KOCH ARENA EVENT PROGRAMMING**

**DEPARTMENT/STUDENT ORG:**

\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**APPLICANT PRIMARY CONTACT:** \_\_\_\_\_

*Each year, SGA is contracted to host three rent-free events at the Charles Koch Arena. Those Recognized Student Organizations and University departments who wish to program at this venue may apply to be selected for one of those three slots. One of SGA's primary charges is to enhance the educational, social, and cultural experiences of the members of the Association. Events approved by Student Government Association should adhere to this mission.*

*Application Requirements:*

- 1. Application must be submitted within 30 days of the event.*
- 2. Must submit itinerary for the event.*
- 3. Must submit budget for the event*
- 4. Proposed date and time*

**Please describe your event in detail.**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is the event open to students and community members? Is there reduced pricing for students?**

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**What other sources of funding/sponsors have been acquired for the event?**

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**How does this event fulfill the mission of the University?**

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**By initialing below, you verify that:**

1. I do hereby acknowledge that, if selected, only the rent-fee will be complimentary.

\_\_\_\_\_ Initial

2. Furthermore, I do hereby acknowledge Student Government Association is not responsible for any other expenses, included but not limited to: security, lights and sound, facilities fees, facilities personal, etc.

\_\_\_\_\_ Initial

3. Furthermore, if selected, I do hereby commit to programming an event that benefits and includes all members of the Association and the community.

\_\_\_\_\_ Initial

4. If selected, I agree to list Student Government Association as a co-sponsor on all marketing media for the approved event.

\_\_\_\_\_ Initial

**SIGNATURE:** \_\_\_\_\_

- Applications are accepted on a rolling basis
- Contact [brad.pittman@wichita.edu](mailto:brad.pittman@wichita.edu) for Koch Arena scheduling to ensure availability.
- For further inquiry, contact [sga.president@wichita.edu](mailto:sga.president@wichita.edu)
- Bookings span only within the 2019-2020 Academic year, not including Summer dates.