



# MarymountManhattan

a college of the liberal arts

## *Special Projects Fund Request*

Please fill this form in its entirety. Incomplete forms will not be considered. Attach additional sheets, if necessary. **Groups will be notified via email of their status.**

### **Organization Information**

Co-sponsoring Organizations	Members Submitting Request	Contact Information
1:		@mmm.edu
2:		@mmm.edu
3:		@mmm.edu

### **Event Information**

Title:	Date:
Location:	Start and End Times:

### **Expenses**

Item	Description	Amount
Entertainment		
Food		
Publicity		
Rentals/Tech/Facilities		
Other		
Admission fee (if any)		
<b>Total Expenses</b>		

Organization	Responsibilities	Member/Officer Signature

<b>For Office Use Only</b>	
Amount Approved: \$ _____	Request Denied: _____
Comments: _____	
Signature: _____ Date: _____	