



NYU

**TISCH SCHOOL
OF THE ARTS**

OFFICE OF ALUMNI RELATIONS PROGRAM SUPPORT APPLICATION

The Tisch Office of Alumni Relations reviews proposals for programs that create inter-departmental collaborations and cross-generational relationships among alumni and connect alumni with industry.

APPLICATION GUIDELINES

- Tisch Departments & Tisch Alumni Associations may request up to \$1,000.
- Not part of a Tisch Department or Tisch Alumni Association? The lesser of \$250 or 50% of the program budget can be requested.
- Program must provide resources to **at least 25** Tisch alumni.
- If admission is charged, no more than \$10 is charged for Tisch alumni.
- Program is not an independent screening, production, or exhibition, except when open to all Tisch alumni and an educational opportunity (e.g. Talkback, panel discussion, etc.) is included in programming.
- All programs require strict adherence to NYU's insurance requirements.
- If requesting financial support for venue rental, a certificate of insurance from the venue is required; this will be coordinated by the Tisch Office of Alumni Relations. This application **must** be received at least six weeks prior to the proposed program to coordinate insurance.
- Advertising and marketing is not funded.
- Proposals must include a completed application; incomplete proposals are not reviewed.
- Deadline for submission is the 10th of each month by 5pm EST to tsoa.alumni@nyu.edu.

APPLICATION BASICS

Program name:

Proposed date & time:

Proposed program location:

Contact:

Department of Graduation:

E-mail:

Phone:

Group or names of individuals involved:

PROGRAM QUESTIONS

In 200 words or less, write the event posting description to be used upon approval.

Sponsors such as liquor sponsors, venue donation, anyone that is supporting the event:

What is the history of the proposed program; has it occurred before? References from past program attendees/participants are encouraged.

Program goals; why the program should happen and how it connects alumni to industry or to each other.

Logistics; explain the program management, including proposed planning timeline, day flow, admission amount, anticipated guests, and space requirements.

FUNDING REQUEST

Attach a spreadsheet of expenses, income, and plans for funding. **No spreadsheet—no funding request considered.** Your budget may not reflect a deficit; however, your funding request may be included in your spreadsheet to negate a deficit. Please review the above guidelines.

MARKETING REQUEST

- Weekly alumni listserv (distribution 15k, deadline Tuesday 9am EST)
- Monthly alumni listserv (distribution 160k, deadline 20th of the month)
- Tisch Alumni Relations Facebook & Twitter

AGREEMENT

By submitting an application, you agree to promote your program as made possible by the NYU Tisch Office of Alumni Relations and agree to use the appropriate logo in all printed and online promotional materials. You acknowledge and accept that the Tisch Office of Alumni Relations may rescind support in the case of substantial marketing omissions.

Funding will only be fulfilled if 1) marketing requirements from above are met, and 2) an event summary is provided within 30 days of completion of the program (or program series) with attendance lists.

Signature of Alumni Program Contact

Date

REVISED AUGUST 2013