

# ACRL Special Events Request Form

*This is a fillable PDF file. To fill out electronically, save a copy to your computer and open in Adobe.*

*Due to ACRL 5 months prior to the event*

To support the networking aspects of section and interest group membership, the ACRL Board of Directors has authorized the loan of funds up to \$1500 to sections/interest groups for the purpose of placing deposits on event sites. The loan is to be repaid in full to the ACRL office one month prior to the date of the event.

## Event Information

ACRL Unit:

Conference year & location:

Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Title of event:

Type of event: (luncheon, dinner, reception, other—please explain)

Date and time of event:

Location of event:

### Proposals will be evaluated based on:

1. Clarity of fund-raising plan and/or ACRL collecting fees from attendees.
2. Timeline for collection of fees (registrations) and/or donations to ensure that funds are in place one month prior to the event.

## Contact Information & Event Description

Unit contact:

Phone:

Email:

Event contact:

Phone:

Email:

Purpose and description of event:

**Anticipated number of participants:** \_\_\_\_\_

## Estimated Expenses

Expenses	
Line Item	Amount
Food & Beverage (per person):	\$ _____
Gratuuity (per person):	\$ _____
Tax (be sure to figure tax on gratuity)(per person):	\$ _____
Other/Rentals (Audiovisual, Linens, etc.):	\$ _____
ALA \$2 processing (per person):	\$ _____
Total estimated cost per person:	\$ _____
Total estimated cost of event:	\$ _____

**How will funds be generated to cover costs? (Check all that apply):**

\_\_\_\_ Donations from vendors\* \_\_\_\_ Members will pay @ \$ \_\_\_\_\_ per member

\_\_\_ Other, please explain:

\*Before soliciting corporate donations, you must fill out the following fund-raising plan identifying vendors you plan to approach. The ACRL Executive Director will review and approve the plan.

## Fund Raising Plan

Identified Prospects	
Vendor Name (please list)	Amount Requested
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Specify the dates that you will begin and end collection of funds to support this activity:**

Donations collected from:  
 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Member fees collected from:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE:** For special events, member leaders are authorized to negotiate terms for facilities, meals and entertainment, and collect contract information for ACRL's review and ALA approval or ask the venue to send information directly to the ACRL Program Officer.

**MEMBERS ARE NOT AUTHORIZED TO SIGN CONTRACTS  
OR LETTERS OF AGREEMENT FOR USE OF FACILITIES, MEALS OR ENTERTAINMENT.**

All contracts and letters of agreement must be sent to the attention of the ACRL Program Officer for review and approval by the ACRL Executive Director and the ALA Senior Associate Executive Director.

I verify that the above contact person is responsible for our ACRL unit's special event and is authorized to request funding for the identified special event.

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**Signature of ACRL Unit Chair**

**Send completed form to:**

Megan Griffin

ACRL Senior Program Officer

50 East Huron Street

Chicago, IL 60611

Fax: (312) 280.2520

E-mail: [mgriffin@ala.org](mailto:mgriffin@ala.org)