



RHA Sponsorship Bid Application

Please be as detailed as possible in every part of this application

Name(s) of ALL involved planners:

Alea Soboloski

Jordan Lowe

Wesley Carter

Emma Newby

McKenzie Garrison

Dillan Passmore

Area(s): All of Campus

Program Title: Speakeasy

Program Date and Time: February 16th: 8:30 to 11:30 p.m.

Program Location: Huntsman Hall Perry Pavilion

Expected Attendance: 500

Detailed Program Description *(Including advertisements and possible resident involvement):*

The speakeasy program raises awareness of alcohol and safe party practices. The program recreates a 1920s speakeasy party, a type of bootlegging social that took place during prohibition. The program includes swing music, dancing, cocktails, jello shots and poker. We will place decorations around the Perry Pavilion to give the space a 1920s feel. We would like to bring a unique feature to this year's speakeasy: a live jazz band. The university jazz band will be providing live music for a couple hours at the program.

To advertise for this program, we have created several bulletin boards about the event in south area that deal with the history surrounding speakeasies. We hope to hold a program before the event that will teach residents how to play poker, swing dance and answer any questions about speakeasies—we would love to do this in conjunction with RHA. Posters will be hung around each housing area on campus and bulletin boards in south campus will be made to help advertise for speakeasy. Sidewalk chalk advertisements will also be placed around campus.

The police will be attending the program to get a short presentation about the consequences of unsafe drinking. The police will also bring alcohol goggles. The police will also talk about how easy it is to get

drugged despite being completely sober. We will be placing Skittles/Candy Pearls in residents's drinks to show residents the importance of always watching their drinks at parties and in other public settings.

Residents and members of the area council will help in planning and implementation by volunteering in set up, cleaning up and serving drinks and jello shots. A representative from South Area Council will be requested to be present for every speakeasy planning meeting. Area council members and other residents will help to teach residents how to swing dance and play poker at the hopeful teaser program.

Description of community need/interest for proposed program:

This award-winning program is an annual program held by South Campus that helps bring the Housing community together. The promo also helps bring awareness of the consequences of over-drinking and unconsciousness while partying. The Speakeasy has been one of the most popular programs on campus.

Will there be advertising in other areas of campus? If so, where?

Posters will be made for all areas of campus housing. We will also be announcing the event with sidewalk chalk advertisements.

Is the program available to any resident on campus? If not, why?

Yes, the program is available to all residents on campus.

How will you advertise RHA at this event?

We want to work with RHA to host a Pre-Speakeasy program before the 16th to promote both the RHA and Speakeasy program. RHA will also be aiding in the actual program by talking with residents they serve drinks and play poker.

What learning outcomes are you hoping for people to get out of your program?

Awareness of the effects and risks of drinking and safe partying, with or without alcohol.

Detailed plan and layout of the incident command structure used (If you have any questions or concerns about Incident Command, please put it in the submission email):

IC: Alea Soboloski

Operations: Makenzie Garrison

Deputy: Wesley Carter

Logistics: Jordan Lowe

Planning: Emma Newby

Finance: Dillan Passmore

If awarded funds from RHA, will you agree to assist in RHA fundraisers and RHA events?

Down Like a Clown Charlie Brown.

Please complete the following table according to the following rules and definitions:

- Bidding Party's Contribution: How much money is coming out of your budget
 - This includes contributions from the budget of the respective area Professional Staff
- Requested RHA Contribution: How much money you are bidding for from RHA
 - This amount must not exceed \$500
 - This amount must not exceed the Area Contribution unless it meets ALL the following requirements:
 - Total cost is less than \$400
 - Requested RHA Contribution does not exceed \$200
 - Other Contributions is \$0
- Other Contributions: The total amount of monetary contributions from all other sources other than the Bidding Party's Contribution and RHA Sponsorship Pool.
- Total: This is the total cost of the program. It should be a sum of the Area Contribution, Requested RHA Contribution, and Other Contribution.

Source of Funding	Amount of Money
Bidding Party's Contribution	\$500
Requested RHA Contribution	\$500
Other Contributions	\$1100*
Total	\$2100

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List ALL sources of sponsorship included under "Other Contributions" above (Include the amounts, manner of contribution, and organization names):

Pepsi*, Dining*, Resident Life Week Grant.

*Bids started

Breakdown and description of total estimated cost:

The total cost will go towards drinks, decorations, venue and appetizers.

Drinks: \$300 expected from Pepsi scholarship

\$200 from South area budget and RHA bid*

Food: \$300 expected from dining bid

\$125 from Resident Life Week Grant and Area Budget (Includes staff meal before event.)

Decorations: \$100 from Area Budget

\$25 from Resident Life Week Grant and RHA Bid*

Venue: \$500 (From Area Budget, Res-Life and RHA bid*)

Photo Booth: \$325 (From Area Budget, Res-Life and RHA bid*)

Additional Advertising: \$25 (Res-life grant)

Band: \$200 (From Area Budget, Res-Life, RHA bid*)

Total: \$2100

Proposed vendors and what will be purchased *(all items listed):*

Walmart—Drink items such as juice, extracts (mint), fruit, etc.**

Decorations such as balloons, washers, streamers, etc.**

Items for additional advertising**

Smiths—Additional Drink Items such as lime juice (It will be more cost effective to buy some items in bulk from here than Walmart)

Utah State University College of Arts—Jazz Band

USU Dining—Food that will be bought with a dining bid

Pepsi—Drinks that will be bought with the Pepsi Scholarship

USU Business School—Perry Pavilion (Will also provide sound system)

Fun in Flash Photography—Photo Booth

****We will include a small break-down of costs from last years budget to give an example of items that could be bought.**

Detailed breakdown and description of where amount requested will be spent:

Proposed Amount from RHA: \$500

Contribution to renting venue: \$200

Contribution to photo booth: \$125

Contribution to band: \$100

Additional Advertising: \$25

Drinks: \$50

Total: \$500

If any of the above information is inaccurate or misrepresented, RHA reserves the right to withhold the requested funds.

Any changes that occur after submission of this application that affect the budget of the program must be reported to the RHA Advisor, RHA President, and Community Relations Coordinator.

Following is a guide to help walk you through the bidding process:

- Before RHA General Council
 - Turn in a completed RHA Sponsorship Bid Application at least **10 days prior to RHA General Council** to the Community Relations Coordinator (CRC) so it can be reviewed by the RHA Executive Council.
 - Make any changes to the application after receiving feedback from the CRC and before RHA General Council.
 - Prepare a Power Point presentation. You may follow our guidelines, these are outlined in the document "Sponsorship Bid Presentation.ppx". You will receive feedback from the CRC on your presentation.
- During RHA General Council
 - Prepare a digital copy of your bid to be shared at General Council so all voting bodies can review it.

- Give a 5-minute formal bid presentation at RHA General Council and take part in a 3-minute question and answer session.
- Leave the room during discussion and voting.
- The RHA General Council will decide how much money will be awarded, and it may not be the amount requested.
- If awarded money
 - Immediately inform the CRC about any budget changes regarding the initiative.
 - If the Area Contribution amount decreases at any time, the RHA Contribution will be decreased as needed to be in line with the RHA Constitution. The RHA Contribution will not be increased after it is awarded.
 - If you are awarded \$350 or more, you must advertise to all areas oh Housing and Residence Life.
 - Give a 3 minute presentation at the following month's RHA General Council.
 - Money not used will be put back into the sponsorship pool.

I, Alea Soboloski, attest that I have read the above application in its entirety and have accurately included all information that is relevant to the sponsorship process in this application. I hereby understand that if any information in this application is incorrect or misrepresented, the RHA Executive Council reserves the right to withhold any and all funds from the initiative for which funds are being requested.



Signature

Date: January 7th 2018