



Law Faculty Club Event and Conference Funding Application Form

Submit completed form to **Amanda Louvros** at alouvros@tru.ca.

- 1) **October 15, 2023** for FALL term funding
 - 2) **January 22, 2024** for WINTER term funding
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1. Applicant's contact info

- First name _____
- Last name _____
- Email _____
- Phone # _____
- Club or campus group name
(if applicable) _____

2. Conference/event name and date(s)

3. Description of the conference/event and funding needs

4. Will your conference/event be taking place in a physical or virtual environment?

Physical Virtual

If physical, the conference is being held at: _____

5. Attendees

How many students are seeking funding? _____



6. Attendees' information

List the name(s) and email(s) for all the students participating

7. Why should the Law Faculty provide funding for your event?

Conference application questions

(If you are applying for funding for an event rather than a conference, please skip this next section and go to question number 10).

8. Conference expenses

- **Conference registration fees**

Per person: _____

Group total: _____

- **Accommodation expenses**

Hotel, Airbnb, camp fees, etc. This does not include food.

- **Travel expenses**

Expenses related to physical travel: airfare, bus fare, mileage, etc.

Per person: _____

Group total: _____

- **Meal expenses**

Per diems breakfast (\$12), lunch (\$18), dinner (\$30) and incidentals (\$10). Do not include meals that are provided by 3rd parties (i.e. hotel continental breakfast, conference lunches).

Per person: _____

Group total: _____

9. Has your group received any other funding to assist with the cost of attending this conference (i.e. TRUSU)? If so, please describe:

Event application questions

10. Attendance expectations

- Students
- TRU Staff & Faculty Members
- Community Members

11. Will you be pursuing Continuing Professional Development (CPD) credits through the Law Society of British Columbia?

Yes No

12. Alcohol

Will there be alcohol at your event?

Yes No

13. Alcohol purchasing

Will attendees be required to purchase their own alcoholic beverages?

Yes No

14. Event goals

What does your group hope to achieve by hosting this event (your goals should be specific and measurable)?

15. Fundraising revenue

The dollar value and description of any fundraising you intend to undertake for your event. Enter none if you do not anticipate any fundraising revenue.



16. Sponsorship revenue

Provide a breakdown of your anticipated sponsorship and the dollar revenue of any sponsorship you intend to collect for your event.

17. Other revenue

The dollar value and description of any other revenue you intend to collect for your event.

18. Food and beverage expenses

The dollar value and breakdown of any food and beverage expenses for your event (includes items such as: catering, purchase of food items, disposable cutlery, etc.).

19. Speaker/guest expenses

If you are hosting guests (ie your event includes a keynote speaker and/or panel), provide a breakdown of any expenses relating to hosting your guests your artist/speaker expenses (their names, any honorariums or guest fees, accommodation costs, travel expenses).

20. Sound and production expenses

The dollar value of any sound/production expenses (what equipment are you renting? What company are you using?). Enter none if you have no sound expenses.



21. Venue expenses

The dollar value and description of any expenses related to the venue for your event (includes: rental of the space, set up fees, and security costs. Can also include virtual meeting or workshop spaces).

22. Materials and supplies expenses

The dollar value and description of any materials and supplies for your event (includes disposable items required for your event such as decorations, printing, promotional materials, personal health supplies, etc. Does not include the purchase of permanent equipment).

23. Other expenses

The dollar value and description of any other expenses for your event (anything not included in the other expense categories).

24. Total funding being requested from the Faculty of Law: \$_____.