

Event Funding for UCSB Student Groups

The requirements and funding conditions contained herein are guidelines. If your event does not fit the guidelines please advise so that we can evaluate the event and find a way to fund it. It is our intention to fund as many events as possible.

General Requirements:

1. Sponsoring group must be affiliated with UCSB and have school approval, if necessary, for the event.
2. Event holder must not allow drugs, alcohol or violence (including violent dancing such as a mosh pit) at the event.
3. Attendees must be UCSB students or a guest of a UCSB student. One guest per student. The UCSB student shall be responsible for the conduct of his/her guest.
4. Sponsoring organization is to provide event security sufficient to exclude non-UCSB attendees and to provide a safe environment.
5. No attendance fee or cost of any type is to be charged to any UCSB student or a student's guest without the prior approval of the Dark Side.
6. No one who is under the influence of alcohol or drugs may be admitted to the function.
7. The sponsoring organization is responsible for all aspects of the event. The Dark Side merely provides funding and advertising on its website.
8. Sponsoring organization is to provide the Dark Side with an event schedule or program. When possible, events should be held on campus or in a UCSB facility.
9. Sponsoring organization shall provide a post event accounting to the Dark Side showing all funds spent, receipts when available, and most important, attendance figures. Four or five digital photos of the event should also be sent to the Dark Side. These photos should reflect the positive environment of the event.

The funding request should contain the following information:

1. The name of the sponsoring organization.

2. All contact information for the sponsoring organization. Including all contact information for all responsible parties.
3. The date and time (starting and ending) of the event.
4. The anticipated attendance and the maximum attendance allowed.
5. A description of how the event will be promoted (other than the Dark Side website).
6. The event venue.
7. A brief outline of the planned event stating types of activities planned, entertainment, food and beverages.
8. A proposed budget for the event.
9. A list of any co-sponsor for the event, including those who supply “in kind” contributions.

Please submit your funding request to:

Event Funding

C/O of the Dark Side of UCSB at editor@thedarksideofucsb.com