

Late Nite Binghamton Collaboration Request Form

This form is distributed to student organizations, students, faculty, staff, community members, local businesses, and others interested in hosting activities during a Late Nite Binghamton event.

• View upcoming event details at binghamton.edu/LateNite. Direct questions to LateNite@binghamton.edu.

Recognized Greek and SA organizations may be eligible for a \$200 grant.

• Email completed Request to LateNite@Binghamton.edu a **minimum of 4 weeks** before the requested event collaboration date (late requests may be considered at the discretion of Late Nite staff).

Submitted by: _____ Organization represented (if applicable): _____

Email (BU email if current student or staff): _____ Phone: _____

Campus affiliations (check all that apply): Current BU student Greek Organization SA

Organization (account #: _____) BU department/office Not BU affiliated Other (please describe):

Which best-describes the nature of your request?

Specific event partnership (event date: ___/___/___; event title: _____)

General request (no specific date in mind)

Provide details of your request below (general inquiry, specific activity to host, event theme idea, etc.):

If proposing an activity, details MUST correlate strongly with the theme of the event.

Additional details:

- Late Nite staff will contact you within 2 weeks after this Request is received.
- If this activity is approved, Late Nite staff will reserve a space in University Union on your behalf.
- If grant funding is approved, 2 representatives (minimum) must be present from 15 minutes before the event begins until the time the event ends (typically 7:45 PM to midnight on Saturday nights).
- For grant payment, Late Nite staff will email you an invoice to be filled out and sent to the SA

Contact Late Nite Binghamton:

Email: LateNite@binghamton.edu

Phone: 607-777-2812

Office: UGL, B32

Website: binghamton.edu/LateNite

Late Nite staff use only

Date received by Collab GA: ___/___/___

Date reviewed by Collab GA: ___/___/___

Date organization contacted: ___/___/___ GA: _____ Scheduled

meeting date (if applicable): ___/___/___ GA: _____