**PGSA EVENT SPONSORSHIP APPLICATION FORM**

**Proposed Event Details**

Name of the event

Summary of the proposed event[[1]](#endnote-1)

Date

Number of attendees[[2]](#endnote-2)

School

**Proposed Budget – Breakdown**[[3]](#endnote-3)

**Applicant Details** [[4]](#endnote-4)

Name

School

Email Address

Contact Phone Number

Date Submitted

1. the nature of the event and whether alcohol will be served [↑](#endnote-ref-1)
2. Organising an event open to postgraduate students only [↑](#endnote-ref-2)
3. Include an itemised list of the expected costs such as food, beverages (non-alcoholic only) and venue hire. [↑](#endnote-ref-3)
4. Applicants must be a current postgraduate student enrolled at Victoria University of Wellington and a member of the PGSA. [↑](#endnote-ref-4)