

Special Event Form

Name of Event _____

Beginning time of event _____ End time _____

Location of event _____

Venue reserved through Admission Office _____ yes _____ no

Person(s) responsible for preparing building and grounds _____

Person in charge of event _____

Person(s) assisting with event _____

Purpose of event _____

Fundraising goal _____

Budget for event _____

Services required:

Campus food service _____ yes _____ no

Maintenance _____ yes _____ no

Housekeeping _____ yes _____ no

Security _____ yes _____ no

Proceeds will credit account _____

Expenses – from what account _____

Individuals expected to attend event, time and responsibilities:

Organizer's Signature

Vice President's Signature

Date

Approved by Vice President for
Institutional Advancement

(Person requesting approving for an event will submit form to Vice President for approval by his/her signature who will submit to the Vice President for Institutional Advancement for approval by signature. It is then the responsibility of the vice presidents to work together and assign duties in their own areas and follow-through for the best possible results.)