Contact Name: 
Contact Phone: 
Contact E-mail: 

Event Name: 
Organization: 
Event Description: 
(150 words max)
Faculty Advisor 
Signature for Approval: 

Requested Date: 
Requested Start Time: 
Requested End Time: 
Location: 

Anticipated Attendance: 

Cost Per Person*: $ 
*If over the University subsidized $30 per person, please detail below how the balance will be funded (i.e. each guest will be charged the balance of the cost, funds from a fundraiser will be used, etc…). School-funded expenditures for food and drink at events are limited to a maximum of $30 per person, inclusive of tax and gratuity. Please keep in mind when planning events that there may be charges for waitstaff, bartenders, security and maintenance personnel. These charges must be included in the $30 per person limit.

For Official Use Only: 
Approved by Alexis Martinez, Assistant Dean for Students: □ Yes □ No

Signature: 
Date: 

Please note that students may not sign contracts for venues. All contracts must be signed by Andrew J. Simons, Vice Dean Emeritus.