



## Event Planning Form

**Please complete and submit this form 14 days prior to a small event and 30 days prior to a large event. Incomplete forms may delay the approval process.**

Title:	Date of the Event:
Event Planner:	Start Time:
Location:	End Time:
Estimated Number of Participants:	Advisor:

### Services Needed (Check all that apply):

- Transportation    
 Decorations    
 Vendors    
 Security    
 Speakers   
 Seating    
 Catering    
 Formal    
 Advertising    
 Photography

**Summary: Please describe the event, including the purpose and outcome expected. Raffle, Contest, or Fundraising details needs.**


### Funding/Budget (Please attach quotes or prices of each item/service needed)

Cost of Venue	\$
Food	\$
Decorations	\$
Music or Entertainment	\$
Gifts	\$
Raffle	\$
Transportation	\$
Petty Cash Needed	\$
<b>Total:</b>	<b>\$</b>

**Please indicate who will be invited and the estimated number in attendance:**


**Please indicate the following information concerning any guest speaker:**

Industry       Dignitary       Leader of a National Organization   
Member of Administration Needed in Attendance

Speaker Name:	
Business, Industry or Organization Affiliation:	
Subject of the Speaker:	
Administrative Presence Needed in Attendance:	
Special Accommodations Needed:	

**Please identify any IT requirements needed for the event:**

Projector       Audio       Stage       Screens   
Lighting       Music       Podium       Microphones

Indicate any special IT requirements that are not listed above:

**Signatures:**

Organization Representative: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_