



EVENT FUNDING REQUEST FORM

This form must be submitted at least two weeks prior to the event date.

Today's date: _____

Group: _____

Requester name: _____ Requester email: _____

Proposed event name: _____

Proposed event date: _____ Amount requested: _____

Please describe the event for which you are requesting funding.

What is the purpose of the event?

Who will be invited to attend this event?

Please provide a detailed breakdown of your event budget (e.g., how will you spend the money allocated?).

Approved by: _____ Date: _____ Budget #: _____