



EVENT/FUNDRAISER APPLICATION

Application must be received 30 days prior to event.

Event Sponsor: _____ Phone No. _____ Date: _____

Event Name: _____ Funding Source: _____

Purpose/Description of Fundraising Event:

Date(s) of Event: _____ From _____ to _____

Location of Event: _____

Estimated Attendance: _____ Attendance Fee: _____

Person in Charge of Event: _____ Department: _____

Phone No. _____

Account in which Revenue will be Deposited: Co-Curricular _____

Foundation _____

Special Funds _____

Student Funds _____

Please attach an outline of promotional materials to be used.
(All promotional materials must be reviewed by PIO five days prior to printing.)

AUTHORIZATION

Immediate Supervisor: _____ Date: _____

Public Information Officer: _____ Date: _____

VP Administrative Services: _____ Date: _____

Executive Director, Foundation: _____ Date: _____