

Adult Student Life Event Form

Today's date:

Organization:

Event Name:

Location:

Date & Time:

Description of Event:

Objective of Event (circle one of the following):

- Social Cultural/Awareness building
- Educational
- Career
- Other (please describe)

Financial Procedures

All funds must be approved in advance of at least one week of the event date by Adult Student Life.

Instructions for funds are used to make purchases, request reimbursement, and pay pizza vendors. It is very important that original receipts or invoices are attached when submitting a request for funds and auditing purposes.

Get this form approved and signed by Student's Organization's Advisor

Advisor's Name (print):

Advisor's phone: (ext.)

Advisor's Signature:

Event Checklist: Please complete the following prior to your event's scheduled date.

Set up Needs (3 WEEK):

To be completed by _____ on ___ / ___ / ___

Room, Decorations, IT, Materials, Perch Agreement

Food (2 WEEK): To be completed by _____ on ____ / ____ / ____ / ____
Aramark, Toni Roni, Outside Vendor (provide invoice)

Speaker/Performer (2 WEEK): To be completed by _____ on ____ / ____ / ____ / ____
Biography and 2 references, Invoice and Signed Contract

Publicity (2 WEEK):
Flyers- must be stamped To be completed by _____ on ____ / ____ / ____ / ____

Emails: BCC members, insert email here To be completed by _____ on ____ / ____ / ____ / ____

Student Life Event Calendar To be completed by _____ on ____ / ____ / ____ / ____

Targeted Emails/adults/intl. students To be completed by _____ on ____ / ____ / ____ / ____

The Nest To be completed by _____ on ____ / ____ / ____ / ____

Hawk Hill Today (for SJU employees) To be completed by _____ on ____ / ____ / ____ / ____

Social Media To be completed by _____ on ____ / ____ / ____ / ____

Banners: must be stamped To be completed by _____ on ____ / ____ / ____ / ____

Van Request: yes or no? To be completed by _____ on ____ / ____ / ____ / ____

Driver Info: (Name, SJU ID, DL 3 and State)

Budget submitted To be completed by _____ on ____ / ____ / ____ / ____

Other Details necessary: