 **EVENT APPROVAL FORM**

**EVENT DETAILS**

**Event Name:** 

**Event Start Date/Time:  Event End Date/Time: **

**Event Type:** **[ ] Fundraising Event** **[ ] Non Fundraising Event**

**Event Frequency:** **[ ] Annual Event** **[ ] One Time Event**

**Location Type:** **[ ] On Campus** **[ ] Off Campus** (Requires Certificate of Insurance naming the GSUF as additional insured**)**

**Event Activities:** **[ ] Charitable Auction** **[ ] Sponsorships** **[ ] Prizes** **[ ] Ticket Sales [ ] Merchandise Sales**

**Event Purpose: (Please give a detailed description.)**

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**Location:**



**GSU or GSUF Contact Person: Phone:**

**College: **

**Department: **

**Are you requesting an online event page?** **[ ] YES** **[ ] NO Date Webpage is need:**

**REVENUE AND EXPENSES**

**Do you have an existing Project ID at GSUF to manage the revenues and expenses for the event only?** **[ ] YES** **[x] NO**

**If YES: Project ID: Project Name:**

**If NO, attach a new project request to this form.**

**Is this a free Event? [ ] YES [ ] NO**

**Event Cost per Attendee:** 

**Value of Services (FMV) Provided per Attendee: **

**Expected Charitable Contribution per Attendee: **

**ADDITIONAL DOCUMENTATION**

**Please check which documents you are submitting as outlined in the Georgia State University Foundation Event Approval Policy.**

**[ ] Budget Worksheet/FMV Calculation** **[ ]  Indemnification Form**

**[ ]  Project ID Request Form** **[ ] Georgia State University Request to Serve Alcohol**

**[ ]  Alcohol Beverage Permit Application [ ] List of Sponsorship Levels**

 **List promotional material used for the event and attach a copy of each piece:**

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**COLLEGE APPROVALS**

**Requestor:** 

 Print Signature Date

**Chair/Director:** 

 Print Signature Date

**Dean/Vice President:** 

 Print Signature Date

**FOUNDATION USE ONLY**

**Event Approval Form Received on: **

**Approved:** **[ ]  Event Reference Number: **

**Denied:** **[ ]  Justification:**

**Gifts & Records**

 Print Signature Date

**AVP Finance & Operations**

(or Designee) Print Signature Date

**VP Development**

(or Designee) Print Signature Date

**Check List**

|  |  |  |
| --- | --- | --- |
| **Date** | **Completed By** | **Foundation Action** |
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