

MEMORANDUM

To: Student Activity Fee Accounts Office

CC: _____, Dean of

Eddie Jitpraphai, Associate Dean for Student Affairs, &

Gerard J. Wheeler, Assistant Dean for Student Engagement,

From: _____ -

Date:

Re: _____ -

Project/Event Name:

Event Date and Time/Duration:

Requested by:

College:

Organization:

Name of Vendor/Venue:

Address of Vendor/Venue:

Description/Purpose:

Cost/Budget Issues/Funding: *(Include ALL anticipated associated costs/vendors, i.e. decor, catering, DJ, etc.)*

Estimated guest count:

Are non-NSU students allowed?

How will this event be paid for (SGA Funded, Organization-raised funds, etc.):

Will tickets be sold for this event? If so, please provide the cost breakdown. Please refer to SAFAO manual for ticket guidelines.

Estimated cost per person (please divide total of agreement by number of anticipated guests):

How will ticket payments be collected? (Cash, check, credit card terminal, and/or NSU marketplace)

Will alcohol be made available for purchase? Please note, Student Activity funds cannot be used to purchase alcohol in any form. Drinks tickets cannot be provided or included in ticket cost. Please refer to SAFAO manual for all other alcohol guidelines.

If alcohol will be served, please list the name(s) of the faculty/staff member(s) who will be in attendance for the entire duration of the event:

Will food be provided at this event?

Due date for deposit or initial payment?