

SCSU Student Organization Food Event Application Form

(To be used for every student organizational event)

Dear Student Organization:

Sodexo Campus Dining is pleased to help you in planning your up-coming special event. Before we begin, you will need to complete both sides of this form and obtain the appropriate signatures. Once the form is complete, please contact our catering department so we can get started. (This form must be completed for *each* event.)

Student Organization Account #	Event #
Student Organization Name:	_____
Student Contact Name:	_____
Student Email Address:	_____
Student Phone Number:	_____
Advisor Name:	_____
Advisor Email Address:	_____
Advisor Phone Number:	_____
On Campus Billing Address:	_____
Event Name:	_____

Event Date (if undetermined, give approximate date):	Approved Group Budget for this Event:
General Purpose of Event (celebration, conference, education, fundraiser...)	Approximate Size of Event (if undetermined, give approximation such as \$500 or \$10)

I have read this form and discussed it with our facility advisor along with the other students involved. I commit to continuing to keep our advisor involved. I have also obtained and read the Atwood Special Event Guidelines packet, which includes:

- Festival Checklist, Food & beverage policy,*
- Food sales tax policy, Food sale fundraiser procedures,*
- Insurance certificate, Off campus food vendor checklist,*
- Ballroom map, Rehearsal space form*

Student Signature and Date:

x

I have read this form and discussed it with the students involved with this event. I also confirm that the billing and budget information is accurate. If the invoice for this event remains outstanding for more than 30-days from the invoice date, this signature also authorizes the Business Services to issue payment from the designated account listed above.

Advisor Signature and Date:

x
