

Special Event Funding Request Form

Organization Name:

Leader Name(s):

Account Number (required):

Where and When the Event Will be Held:

Is the Space Reserved? (If not, please go do that first):

Include the Following:

- 1) Breakdown of expected costs (Be as detailed and accurate as possible. We like when people tell us that the pizza will cost \$11.37 with tax)
- 2) Expected attendance with at least a small justification
- 3) Contact info for your group (not required if you emailed this to us)