

DEPARTMENT NAME: \_\_\_\_\_

**2018-19 STUDENT LIFE & SERVICES  
EVENT INFORMATION FORM**

Completed Event Information Reports and questions regarding the SLS reporting process should be submitted via email to Courtney King at [courtney.king@unf.edu](mailto:courtney.king@unf.edu). **Reports for fall events are due no later than 5 p.m. Friday, July 27, using this form. Reports for spring events are due no later than 5 p.m. Wednesday, October 10. Reports for summer a events will be requested during the spring semester.**

**NOTE:** An Event Information Form must be submitted for each event occurrence. For example, the Welcome Week Program must submit a report for the Summer B event, the Week of Welcome event and the First Week event. Department heads are responsible for reviewing SLS purchases and ensuring that funds are properly spent.

**PROGRAM INFORMATION**

<b>Program Name:</b>	
<b>SLS Funds Received for Program:</b>	\$

**EVENT INFORMATION**

<b>Event Name:</b>			
<b>Requested Date:</b>		<b>Requested Time:</b>	
<b>Description:</b>			
<b>Primary Contact:</b>			
<b>E-mail:</b>		<b>Phone Number:</b>	
<b>SLS Funds Allocated for Event:</b>	\$		
<b>Estimated Budget Breakdown</b>			
<i>Expense Type:</i>	<i>Amount:</i>	<i>Expense Type:</i>	<i>Amount:</i>
Food & Drink		Security	
Entertainment		Promotion	
Decorations/Supplies		Marketing	
Production		Other	
<b>Total Program Budget</b>			
<b>Are you receiving additional funding for this event or plan to seek donations (i.e. food, Pepsi, prizes, etc)?</b>			

**PRELIMINARY ASSESSMENT PLAN**

<b>How will this program meet the Student Life and Services fee mission?</b>
<b>How will this program's attendance and success be determined?</b>
<b>Final Report Due Date (three weeks after tentatively scheduled event date):</b>