

# Event Request Form

## General Information

- Name:
- Department:
- Phone:  Email:
- Event Name:
- Event Description:
- Event Type: *For example, Seminar, Reception, Luncheon*
- Start date:  End date:
- Start time:  End time:
- Event Location:
- Event Capacity: *(Optional)*
- Is there an auction at this event?

## Prices

*Example: Dinner 1 \$25.00; T-Shirt 1 \$10.00*

<u>Item</u>	<u>Quantity</u>	<u>Amount</u>

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List any benefits received for attending and the cost of each item.

<u>Item</u>	<u>Quantity</u>	<u>Amount</u>

### Online Event Registration Questionnaire

- **Event Registration Confirmation Email**

Default From VSU Foundation [vsufoundation@valdosta.edu](mailto:vsufoundation@valdosta.edu) and Default Reply To [dataservices@valdosta.edu](mailto:dataservices@valdosta.edu)

- **From Name:**
- **From Email:**
- **Reply To Name:**
- **Reply To Email:**

- **Would you like to track any other data from the participant? (Optional) For example dietary needs**

- **What fund will the event fees be attributed too? What is the Fund ID?**
- **Who should receive a notification email when someone registers? (Optional)**
  - **Name:**  **Email:**

*Please provide images or additional event description text*