

# department of student programs



## ROUTING FORM

A routing form must be attached to all Contracts, Event with Alcohol Registration Forms, and Event Registration Forms. These forms must be completed and turned in to Student Programs a **minimum of three weeks prior to the event.**

Date Received \_\_\_\_\_ Event Date \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Routing must be completed by \_\_\_\_\_

- Hold contract in G02 LBC for pick-up
- Forward to Director of Student Budgets\* for check issuance

**Make certain all the forms and procedures needed to hold an on- or off-campus event have been completed.**

The following forms must be completed and attached with an Event Registration or an Event with Alcohol Registration Form

- Contracts for caterers, entertainment, location rentals, etc.
- W-9 forms for caterers, entertainment, location rentals, etc.
- Routing form

For on-campus events, include:

- Reservation form
- Amplified Sound Event Registration form (*if applicable*)
- Copy of letter for departments near event location

For off-campus events, include:

- Copy of letter for neighbors (*if event will be at a private home*)
- Alcohol Addendum (*unless using a preferred vendor*)

**Form must be routed, reviewed and signed in the following order to be processed:**

| Date  | Initials       | Name  | Phone/E-Mail |
|-------|----------------|---|--------------|
| _____ | <b>student</b> | _____   | _____        |
| _____ | <b>adviser</b> | _____   | _____        |
| _____ | _____          | <b>Kevin Bailey, Associate Vice President for Student Affairs</b> | _____        |
| _____ | _____          | <b>Cynthia Cherrey, Vice President for Student Affairs</b>        | _____        |

|                     |  |
|---------------------|--|
| For Office Use Only |  |
| Approved:           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Comments:           | _____  |
|                     | _____  |

