

CBPP Activity / Event Proposal

** Client is responsible for reserving venue prior to submitting proposal*

Client Name _____ Contact Info _____ Event Title _____ Venue * _____ Confirmed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Rec'd by Fiscal Tech _____ Activity / Event Date(s) _____ Start Time (including setup) _____ End Time (including breakdown) _____
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1. I am proposing to... *(describe the activity / event you are requesting)*

2. Provide purpose and benefit to the College and UAA

Purpose	
Benefit	

3. Indicate category of potential attendees: *A detailed list of attendees (to include: title/role, company/affiliation) will be required if activity/event is approved.*

<input type="checkbox"/> Alumni	<input type="checkbox"/> Professionals	<input type="checkbox"/> Students
<input type="checkbox"/> Dignitaries	<input type="checkbox"/> Donors	<input type="checkbox"/> UA Employees
<input type="checkbox"/> Dean, role: _____		

4. Complete Activity/Event Budget form for financial review *(if activity/event includes catering, please use the attached catering samples and estimate sheet as a reference).*

5. Obtain required signatures:

By signing this form, I (the client) certify and agree:

- That the activity/event provides a direct benefit to the CBPP/University.
- To provide communication and accurate information in a timely manner.
- Non-timely response(s) can result in a cancellation of activity/event.
- This request meets the minimum time submission required for activity/event (see below).
- I will provide a written summary to the Fiscal Tech for submission to the Dean (10 days following activity/event) detailing the outcomes of the activity/event.

Client Signature _____

Date _____

I support the concept of this activity/event:

Dept. Chair / Director Signature _____

Date _____

6. Submit proposal and budget form to Fiscal Tech RH 305D:

Submission of forms does not authorize or guarantee approval of activity/event. Required approvals are necessary. The Dean (or designee) reserves the right to deny request if not submitted within the timeframe(s) provided below (check applicable section):

4 weeks prior to activity / event

Simple

- Audio-Visual
- Catering (light)
- Hotel accommodations only
- Name tags / flyers / table tents
- Reimbursement (meals, parking, mileage)

12 weeks prior to activity / event

Complex

- Anything involving international guests
- Catering (reception, multiple meals, etc.)
- Event parking through GSS
- Invitations / program / poster
- Photographer
- Promotional item / marketing materials
- Short-form contract (SFC) for guest speakers
- Student stipends / travel award / scholarships
- Travel for guest speakers

Dean's Office Use ONLY:

Approving Authority (Dean or designee): Request Approved Request Denied

Dean's Signature _____

Date _____

Remarks: _____

Approval Notification: Activity / event proposal approval or denial will be communicated via email directly to the client within 10 days of receipt. If request is approved, a mandatory meeting will be scheduled with the Fiscal Tech to initiate the planning of activity/event.