



**PROPOSED EVENT ORGANIZER(S) INFORMATION:**

Name of organization or individual(s) planning the event(s):

Contact person:

Telephone:

E-mail:

Is this event open to the public?  Yes  No

How many people do you expect to attend?

**PROPOSED EVENT INFORMATION:**

Name of proposed event:

Date(s) and time(s) of event:

Annual or Periodic Activity:

Location of event (please specify an address):

Description of event and please include how funds will be raised:

What specific area at Virginia State University will benefit from this event?

**PROPOSED EVENT PROMOTIONAL INFORMATION:**

How will the event be publicized? (Press Releases, Mailings/emails, Facebook, Twitter, Fliers, etc.):

Will you need assistance with the following?  
VSU Logos/graphics  Yes  No      Speakers/Representative  Yes  No

*If you answered yes to logos/graphics, please check the box below to indicate that you understand the Office of Institutional Advancement must see and approve all materials (hard copy or electronic) prior to being released, printed or distributed.  Yes, I agree*



**PROPOSED EVENT BUDGET AND PROCEEDS:**

Projected Attendee fee:	
Projected Sponsorships:	
Projected Other Revenue:	
Projected Total Revenue:	
Projected Expenses:	
Projected Net Proceeds:	

Revenue Collection Methods:

Planned Use of Net Proceeds:

**Please note: Proceeds must be remitted to the Office of Institutional Advancement one day after receipt.**

I agree that the information provided in this document is accurate, and further agree to adhere to VSU's Administrative Policies and Procedures.

Signature of Event Organizer: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in raising funds to benefit Virginia State University and VSU Foundation. You will be notified within seven (7) business days of acceptance of your request. Please be aware, further clarification may be required prior to approval.

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**(To be completed by the Office of the Institutional Advancement)**

Date Received: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Approver Notes: \_\_\_\_\_