

This form is required for any group wishing to use a food service provider other than Sodexo for an on-campus event. Student Organizations must also submit all the required event registration forms to the Student Involvement & Belonging office.

Please submit for approval two weeks prior to the event

Contact Information

Name:	
Club/Organization/Department:	
Phone number:	
Email address:	

Event Information

Title of Event:	
Anticipated number of attendees:	
Index & account code:	
Estimated total cost:	
Location:	
Date of event:	
Start time:	
End time:	

Description of event:

Planned food items for event:

Rationale for exception:

Food Service Manager: _____
print sign date

VP Student Affairs approval: _____
print sign date

When approved, send final copy to event coordinator/contact