

SAN DIEGO MESA COLLEGE - MAJOR EVENT APPROVAL FORM

Deans/Administrators/Leads: Please forward the form electronically to the Vice President who has most direct purview over the event. Vice Presidents: Please review, ok, and forward the form electronically to the President's Executive Assistant who will send the form to the voting members of the Cabinet for review prior to the next President's Cabinet meeting. *See the end of the form for instructions. All forms must be typed.*

EVENT _____

DAY(s) and DATE(s) _____

LOCATION(s) _____

TIME(s) (Start/End) _____

AUDIENCE/PURPOSE _____

NUMBER OF EXPECTED ATTENDEES _____

ACTIVITIES _____

ADMINISTRATOR RESPONSIBLE _____

COMMITTEE CHAIR _____

COMMITTEE MEMBERS _____

OUTREACH ACTIONS PLANNED _____

PUBLICITY PLANNED _____

PRELIMINARY ESTIMATED BUDGET _____

DATE SUBMITTED TO DEAN/SUPERVISOR _____

SUPERVISOR/DEAN'S APPROVAL _____ DATE

VICE PRESIDENT'S APPROVAL _____ DATE

DATE SUBMITTED TO PRESIDENT'S CABINET / / _____

DATE OF PRESIDENT'S CABINET APPROVAL / / _____

DATE OF POST EVENT REVIEW, EVALUATION AND BUDGET RECONCILIATION

SUBMITTED TO PRESIDENT'S CABINET / / _____

SAN DIEGO MESA COLLEGE - MAJOR EVENT
TIMELINE OF PLANNING

EVENT _____

<u>Activity</u>	<u>Responsibility</u>	<u>Due Date</u>	<u>Completed</u>	<u>Comment/Review</u>

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BUDGET

EVENT _____

<u>REVENUE</u>	ESTIMATED	*FINAL
Admission	\$ _____	\$ _____
Donations	\$ _____	\$ _____
Budget # _____		
Budget # _____		
Other	\$ _____	\$ _____
Total	\$ _____	\$ _____
<u>EXPENSES</u>		
Refreshments (See next page)	\$ _____	\$ _____
Supplies/Materials (see back)	\$ _____	\$ _____
Equipment		
Audio Visual	\$ _____	\$ _____
Other (give away items)	\$ _____	\$ _____
Personnel		
Speaker	\$ _____	\$ _____
Consultant	\$ _____	\$ _____
Entertainers	\$ _____	\$ _____
Security	\$ _____	\$ _____
Custodial	\$ _____	\$ _____
Clerical	\$ _____	\$ _____
Audio Visual Technician	\$ _____	\$ _____
Publicity	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total	\$ <u>1,300</u>	\$ _____

*FINAL: Used to reconcile the event's income and expenditures, and to compare the estimated and actual budgets for the event's evaluation report.

Food/Food Vendor Description

If you propose to offer food at this event, please describe the types of food and whether attendees will be charged. If you intend to invite outside food vendors onto campus, please list their names below as well as the dates/times they'll be on campus. With approval, you must provide copies of the food handlers' license(s) and their proof of insurance to the Dean of Student Affairs 1 week prior to the event.

This form must be approved by the President's Cabinet no later than three weeks prior to your event.

Name of Vendor	Description of Food	Date(s) Vendor will be on Campus	Times Vendor will be on Campus	Participants to be charged (Y/N)? If yes, provide details	Food Handler's License to be provided to Student Affairs by (date):

Major Event Form (<http://www.sdmesa.edu>) Faculty & Staff, forms)

The approval of vending activities and food handling on campus is subject to District Policy 3925 (<http://hr/hr/POLICIES/3925.HTM>).