

Tower Foundation One Washington Square San Jose, CA 95192-0183 408-924-1779

Event Information

Event Authorization Form

Fundraising events that are budgeted (revenue) for \$5,000 or more require advance approval **prior** to entering into agreements with vendors (facilities, caterers, etc). SJSU has designated the VP of Advancement as the campus approver. Please complete this form and submit it with the draft of solicitation materials, if available.

Tower Acct #:		
Requester's Name: _		
Contact Phone #:		
Department:		
Event Name:		
Date(s) of Event:		
Purpose of Event		
Tower Foundation carries ins	urance for all events. Certificate of Insurance can be provided upon re	equest.
Event Budget		
Revenue		
Tickets	\$	
Auction	\$	
Donation	\$	
Raffles	\$	
Other	\$	
Total Revenue	\$	
Expense	•	
Venue	<u>\$</u>	
Food	<u>\$</u>	
Supplies	<u>\$</u> \$	
Other	\$ \$	
Total Expenses		
Campus Authoriz	ation	
I hereby authorize the even	nt indicated above.	
Requestor's Signature:		Date:
Campus Approval:		Date:
	VP of Advancement	