

**COLLEGE OF PHARMACY**  
**EVENT & BUDGET REQUEST FORM**  
**ROUTING CHECKLIST**

Name of Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Please follow the routing path below 30 days prior to your event.**

**Event and Budget Request Approval Process**

- Complete the event and budget request approval form including the budget estimate
- Route form to your Department/Unit head for approval
- Route to Senior Director of Finance/Administration for funding source search/check
- Senior Director of Finance/Administration recommends funding source, includes fund purpose and balance then routes to Dean's Office for her signature
- Dean's Office returns signed copy to Senior Director of Finance/Administration
- Senior Director of Finance/ Administration will make a PDF copy of form for Business Office records and send a copy to requestor
- Senior Director of Finance/ Administration notifies requestor of approval via email and places signed copy in requestor's mailbox
- If applicable, External Affairs is also notified of use of foundation funds for stewardship purposes

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COMPLETED BY THE BUSINESS AFFAIRS OFFICE

- Complete the UGA Foundation Event Approval Form (if applicable)

**EVENT & BUDGET REQUEST FORM**

**Complete form 30 days prior to your event.**

*If your event is reoccurring (i.e. weekly seminar or meeting), please complete the form for the entire semester with a total estimate.*

<b>EVENT INFORMATION</b>	
Today's Date	
Event Planner's Name and Contact Information	
Department/Unit	
Name of Event (should match name in Gail)	
Date of Event	
Would you like the Dean to attend your event?	Yes _____ No _____ If Yes, confirm the Dean's schedule with <a href="#">ToniPhelabaum</a> .
Start Time of Event	
End Time of Event	
Location of Event (include address)	
Business Purpose (Payment purpose)	
Event Description (Brief description of your event)	
Potential Impact/Desired Outcome	
Estimated number of Attendees and Relationship with College	

## BUDGET-Expenses

- *Attach supporting documentation for items listed below if applicable*
- *Include a minimum of two estimates of catering, rentals, etc.*

Estimated Expenses	Amount	Approved Funding Source	UGA System to Process Financial Transaction
Venue/Facility Rental			
Catering/Food/Beverage			
Speaker			
Equipment rental (Tables, chairs, etc.)  <i>*Facilities Management Division cannot use foundation funds</i>			
Entertainment			
Supplies (Office, etc.)			
Advertising / Promotional Printing			
Postage			
Technology Expense (AV, etc.)			
Decorations/Floral			
Custodial Services			
Items needed from CoP Event Department  (Ex: tablecloths, vases, centerpieces...)			
Other items (specify)			
<b>Total Estimated Expenses:</b>			
<b>Total Catering Price per Person:</b>			

**BUDGET –  
Income**

- *If applicable, complete this section if you are collecting registration, fees, sponsorship funds, ticket sales, etc.*
- *Complete Foundation form if income is collected through GAIL system*

<b>Estimated Income</b>	<b>Amount</b>	<b>Account Income to be Deposited</b>
Income (specify)		
Income (specify)		
Income (specify)		
Income (specify)		
<b>Total Estimated Income</b>		
<b>Total Estimated Cost*</b>		

*\*Total Estimated Expenses – Total Estimated Income = Total Estimated Cost*

**Notes:**

**APPROVALS**

<b>Person</b>	<b>Signature</b>	<b>Date</b>
Requested by		
Approved by Unit Head		
Approved by Senior Director of Finance/Administration		
Approved by Dean		

## OTHER EVENT DETAILS TO CONSIDER

*This form is for your planning purposes only. Do not submit with your Event and Budget Request Form.*

Event Details to Consider	Who to Contact	Date Initiated	Date Completed
Do you need to reserve a room?	Place a Pharmacy Room Reservations Ticket via Pharmacy IT Helpdesk		
Will you need video conferencing, recording or AV?	Place a Pharmacy Videoconference and Recording Request Ticket via Pharmacy IT Helpdesk		
Will you need facilities management support (custodial services, tables and chairs moved, extra trashcans, etc.)?	Place a Facilities Request Ticket via Pharmacy IT Helpdesk		
Will the lock schedule for the building need to be changed?	Place a Facilities Request Ticket via Pharmacy IT Helpdesk		
Will you need name badges?			
Will you need to order any office supplies?			
Will you need additional signage for the event?			
Will you need additional staff support/volunteers (set up/break down, greeters, etc.)?			
Will you need photography services?	Contact Mickey Monteideo <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a>		
Will you need graphic design support (invitation, flyer, etc.)?	Contact Mickey Monteideo <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a>		
To publish your event to the CoP Master Calendar	Contact Jeanne Prine <a href="mailto:jsprine@uga.edu">jsprine@uga.edu</a>		
Will you need social media services?	Contact Mickey Monteideo <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a>		
Are you producing products (giveaways, etc.) using the College logo?	Contact Mickey Monteideo <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a>		
Do you need current CoP giveaways, swag, etc.?	Contact Mickey Monteideo <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a> or <a href="mailto:Jessica.Hart@uga.edu">Jessica Hart jchart@uga.edu</a>		
Do you need catering support items (tablecloths, decanter, coffee pot, etc.)?	Contact Gloria Strait <a href="mailto:gstrait@uga.edu">gstrait@uga.edu</a>		
Will you need decorative items (vases, etc.)?	Contact Gloria Strait <a href="mailto:gstrait@uga.edu">gstrait@uga.edu</a>		
Do you need to enter your event in GAIL?			
Do you need hotel rooms?			