

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 - Department assigns the account number in the approved funding source column
- Route form to your Department/Unit head for approval
- Route to the Business Affairs Office Accountant (**copbao2@uga.edu**) for funding source search/check
- Business Affairs Office confirms availability of funding source and donor intent and routes to the Director of Finance and Administration for signature via DocuSign
- Business Affairs Office Accountant will make a PDF copy of form for Business Office records
- Business Affairs Office Accountant notifies requestor of approval and includes a signed PDF copy of the event form
- If applicable, External Affairs is also notified of use of foundation funds for stewardship purposes

COMPLETED BY THE BUSINESS AFFAIRS OFFICE

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

COLLEGE OF PHARMACY

EVENT & BUDGET REQUEST FORM

Event Number _____

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.

EVENT INFORMATION	
Today's Date	
Event Planner's Name and Contact Information	
Department/Unit/ Student Organization	
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 ToniPhelabaum .
Start Time/End Time of Event	
If hosting a speaker, please notify the Office of Development and Alumni Relations.	Contact Kim Hamby at kihamby@uga.edu
Location of Event (include address)	
Business Purpose (Payment purpose)	
Event Description (Brief description of your event and its Potential Impact/ Desired Outcome)	
The CoP is proud to host alumni and other constituents at events. If hosting a speaker, please provide their name, the time they are speaking, and the topic.	
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)			
Total Estimated Expenses:			
Total Catering Price per Person:			

**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*

Estimated Income	Amount	Account Income to be Deposited
Income (specify)		
Income (specify)		
Income (specify)		
Income (specify)		
Total Estimated Income		
Total Estimated Cost*		

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

Notes:

APPROVALS

Person	Signature	Date
Requested by		
Approved by Unit Head		
Approved by 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 Room Reservation Request via https://helpdesk.rx.uga.edu/		
Will you need video conferencing, recording or AV?	Place a Videoconferencing and Recording Request via https://helpdesk.rx.uga.edu/		
Do I need facilities management support (tables, chairs, trashcans, custodians, etc.) or the lock schedule for the building changed?	Place a Facilities Request via https://helpdesk.rx.uga.edu/		
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.)?			
Do I need graphic design support (flyers, invitations, etc.), advertising (social media, PharmDawg Script, etc.) or production of products using the College Logo?	Contact Mickey Montevideo mickeym@uga.edu		
To publish your event to the CoP Master Calendar	Contact Mickey Montevideo mickeym@uga.edu		
Do I need catering support items (tablecloths, coffee pot, etc.) or decorative items (centerpieces, etc.)	Contact Ashley Townsend amtown@uga.edu		
Do you need to enter your event in GAIL?			
If Hosting a Speaker, do I have a "thank you" prepared for them?	Contact Ashley Townsend amtown@uga.edu		
Do I need a hotel reservation?			
If providing a meal for a guest speaker, be sure to include total in Event Budget Request above.			