

**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

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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.*

<b>EVENT INFORMATION</b>	
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 <a href="#">ToniPhelabaum</a> .
Start Time/End Time of Event	
If hosting a speaker, please notify the Office of Development and Alumni Relations.	Contact Kim Hamby at <a href="mailto:kihamby@uga.edu">kihamby@uga.edu</a>
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)			
<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 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 <a href="https://helpdesk.rx.uga.edu/">https://helpdesk.rx.uga.edu/</a>		
Will you need video conferencing, recording or AV?	Place a Videoconferencing and Recording Request via <a href="https://helpdesk.rx.uga.edu/">https://helpdesk.rx.uga.edu/</a>		
Do I need facilities management support (tables, chairs, trashcans, custodians, etc.) or the lock schedule for the building changed?	Place a Facilities Request via <a href="https://helpdesk.rx.uga.edu/">https://helpdesk.rx.uga.edu/</a>		
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 <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a>		
To publish your event to the CoP Master Calendar	Contact Lillian Balance <a href="mailto:lillianhb@uga.edu">lillianhb@uga.edu</a>		
Do I need catering support items (tablecloths, coffee pot, etc.) or decorative items (centerpieces, etc.)	Contact Ashley Townsend <a href="mailto:amtown@uga.edu">amtown@uga.edu</a>		
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 <a href="mailto:amtown@uga.edu">amtown@uga.edu</a>		
Do I need a hotel reservation?			
If providing a meal for a guest speaker, be sure to include total in Event Budget Request above.			