Project/Event Request Form

Date of Submission

Please remember that the series of steps required to plan for an event requires 4-6 weeks of lead time. If you are submitting this request with a shorter deadline, the project may not be feasible. Submission of this form does not constitute approval.

Title of Event or Project

Date of Event

Number of Guests:

Time of Event

Internal to KSU

External to KSU

Facility Space Needs. Please be specific about preferred location, and set up needs. Be sure to note AV Support if needed

Staffing Support Needs: This includes set-up, take-down, greeting guests, attendance, sign-in, etc

Funding Approved

> Yes

> No

Funding Source (Speed Chart #)

Funding Source (KSU Foundation)

Budget Expenditures

> Facility Cost

> Food/Catering

> Parking

> Print Cost

> *Please note, for printing, the Strat Comm Approval MUST be attached
> *Large print jobs MUST be sent to KSU Print or to Cornerstone

Alcoholic Beverages
(Please note: KSU Foundation
Only)

Social Media pre-event, post-event. Advertising