<u>APPENDIX 3</u> Northwestern University Graduate and Professional Student Event Planning Form

Student Name(s) / E-mail(s):	
	Yes (signed alcohol rider or 12-month agreement required)
	□ No
* If you check "No" above, but submit	an invoice with alcohol, you will not be reimbursed for the event.
-	
	End Date and Time:
Type of food being served:	
Number of attendees expected:	
Vendor name, location, contact inform	ation:
Vendor point person:	
Will a check need to be cut for payment	t of the event?
Cost per person if known: Includes foo	
FOR INTERNAL PURPOSES:	
VENDOR	NORTHWESTERN GRADUATE/PROFESSIONAL PROGRAM
By:	By:
Printed Name: Date:	
cc: Student Organization Finance	Office
Sponsoring Organization account # or	individual to be reimbursed:
Type of agreement with vendor:	12-month agreement (submit this Event Planning Form only)
	Event contract provided by vendor (<i>submit this Event Planning Form, the signed event contract, and any appropriate riders and insurance documents</i>)
	□ No event contract provided by vendor (<i>submit this Event Planning Form and any appropriate riders and insurance documents</i>)

*You must attach to this Event Planning Form an itemized invoice and all required paperwork as detailed above in order to be reimbursed.