APPENDIX 3

Northwestern University Graduate and Professional Student Event Planning Form

Student Name(s) / E-mail(s): ____________________________________________
_____________________________________________________________________
_____________________________________________________________________

Sponsoring Student Organization: __________________________________________
_____________________________________________________________________

Event with purchase of alcohol?  □ 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.

Event Name / Description: ______________________________________________
_____________________________________________________________________
_____________________________________________________________________

Begin Date and Time: _________________  End Date and Time: _________________

Type of food being served: ______________________________________________

Number of attendees expected: ___________________________________________

Vendor name, location, contact information: ________________________________
_____________________________________________________________________

Vendor point person: ____________________________________________________

Will a check need to be cut for payment of the event? _______________

Cost per person if known: Includes food and beverages $____________
_____________________________________________________________________

FOR INTERNAL PURPOSES:

VENDOR  NORTHWESTERN GRADUATE/PROFESSIONAL PROGRAM

By: ________________________________  By: ________________________________

Printed Name: ________________________  Printed Name: ________________________

Date: ________________________________  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 (submit this Event Planning Form, the
  signed event contract, and any appropriate riders and insurance documents)

 □ No event contract provided by vendor (submit this Event Planning Form and
  any appropriate riders and insurance documents)

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