

Event Request Policy & Form Instructions

Event Request Policy

1. Budget requests must be submitted by a Stony Brook SDM student and member of a **registered** school club/organization no later than **three weeks** prior to the date of the planned event. State funds may not be used to pay for alcohol, gratuity, or tax. Obtain the tax-exempt form from the Director of Student Services.
2. All Enrichment Seminars presentations **must** be educational/informative. Vendors may NOT explicitly solicit or sell any of their products/services unless specifically requested to do so.
3. Enrichment Seminars must not financially benefit student organizations. Any funds received **must** be used towards purchasing food and refreshments for the Enrichment Seminar audience.
4. All events (including advertisements) must first be approved by the faculty advisor and/or sponsoring department, then DSO, then the Office of Education. All advertisements and/or merchandise must conform to branding policies (URL found at bottom of form). All speakers must provide an abstract and presentation slides. Outside speakers must also provide a biosketch.
5. If the vendor/presenter does not wish to follow this policy, the Enrichment Seminar application will be declined.
6. Any Stony Brook School of Dental Medicine funded supplies or equipment (AV) borrowed for an event **must** be returned within 12 hours of the event.

Event Request Form Instructions & Process

In order to have an event (e.g. fundraiser, Enrichment Seminar), a request form must be submitted prior for approval. Once the form has been submitted and a decision regarding the event has been made, appropriate parties will be notified. The Request form must be submitted **no later than 3 weeks** prior to the date of the planned event (**6 weeks for large events**).

Action Required by Organization before Submission

Section A. Event Fundraiser Information

1. Fill out all event information

Section B. Enrichment Seminar/Speaker Information

- 1) Only fill out this section if you are having an Enrichment Seminar event

Section C. Budget Request Information

- 1) Only fill out section C if you are requesting funds for the event
 - a. Each line item listed in Section C must have an invoice attached.
- 2) Vendors: A vendor in this instance is defined as any company you have an invoice for and are looking to purchase supplies/services from. Be sure to list all vendors that will be used for the event.

Approvals Required before Submission

- 1) Faculty Advisor **and** Division Director or Department Chair
- 2) Director of Student Services
- 3) Director of Communications
- 4) Director of Advancement, if applicable

Once completed, please email form and all supporting documents to DSO@stonybrookmedicine.edu

Event Request Form

Event Information																				
Section A. Event Information																				
<p>TYPE OF EVENT:</p> <p><input type="checkbox"/> Fundraiser Will the event have sponsors? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, the following is required before submission:</i></p> <ul style="list-style-type: none"> • <i>Approval from Director of Development and Director of Communications</i> <p><input type="checkbox"/> Enrichment Seminar <input type="checkbox"/> Internal Speaker <i>or</i> <input type="checkbox"/> External Speaker <i>For all events with internal/external speakers, please complete Section B including Division Director or Department Chair signature.</i></p> <p><input type="checkbox"/> General Meeting</p> <p><input type="checkbox"/> Outreach <i>STOP! Please contact the Associate Dean of Clinic Operations and Patient Care as they oversee all Outreach events.</i></p> <p>Event Name: _____</p> <p>Date of Event: _____ Start Time: _____ End Time: _____</p> <p>Location: _____</p> <p>Expected Number of Guests: _____</p> <p>Club/Organization Name: _____</p> <p>Student Requesting Event: _____</p>	<p>Event Summary: _____ _____ _____</p> <p>Do you want to advertise this event: <i>Display Screens?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Email?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please email drafts of graphic for display screen/email to Director of Student Services. Upon approval, graphic/email will be sent to the Director of Communications to be displayed/sent out.</i></p> <p>Target Audience: (check all that apply) D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4 <input type="checkbox"/> Advanced Ed <input type="checkbox"/> Faculty <input type="checkbox"/></p> <p>Will you be purchasing any supplies or borrowing equipment that will be used for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list supplies/equipment: _____</p> <p>Will you be selling any items for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list items: _____</p>																			
Section B. Enrichment Seminar/Speaker Information (if applicable)	Section C. Budget Request Information																			
<p>Company Name: _____</p> <p>Contact Name: _____</p> <p>Presenter Name: _____</p> <p>Presenter Credentials: _____</p> <p>Phone: _____ Email: _____</p> <p>Bio sketch, Abstract and Presentation Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I. Are you requesting funds for your event? <input type="checkbox"/> Yes (fill out section below) <input type="checkbox"/> No (Skip budget information section)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #fff9c4;"> <th style="width: 50%;">Vendor(s)</th> <th style="width: 30%;">Line Item*</th> <th style="width: 20%;">Amt Requested</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td>\$</td> </tr> <tr> <td> </td> <td> </td> <td>\$</td> </tr> <tr> <td> </td> <td> </td> <td>\$</td> </tr> <tr> <td colspan="2">Total Requested</td> <td>\$</td> </tr> <tr style="background-color: #fff9c4;"> <td colspan="3">* Must provide quote with each line item*</td> </tr> </tbody> </table>		Vendor(s)	Line Item*	Amt Requested			\$			\$			\$	Total Requested		\$	* Must provide quote with each line item*		
Vendor(s)	Line Item*	Amt Requested																		
		\$																		
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Total Requested		\$																		
* Must provide quote with each line item*																				
Approvals Required before Submitting Form																				
<p>I have reviewed bio sketch, abstract, and presentation:</p> <p>Faculty Advisor Name: _____ Faculty Advisor Signature/Date: _____</p> <p>Division Director/Dept Chair Name: _____ Division Director/Dept Chair Signature/Date: _____</p> <p>Director of Communications (<i>only if advertising</i>) Signature/Date: _____</p>																				
DSO USE ONLY	OFFICE OF EDUCATION USE ONLY																			
<p>Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Budget Request Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved Amount: _____</p> <p>Print Name: _____</p> <p>Signature/Date: _____</p>	<p>Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Room Reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Food Ordered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Print Name: _____</p> <p>Signature/Date: _____</p>																			
<p>Stony Brook Branding Policy: https://www.stonybrook.edu/sbu-brand/</p> <p>Tax Exempt Form: https://www.stonybrook.edu/commcms/foundation/resources/_pdfs/Tax%20Exempt%20Certificate%2012%202018.pdf</p> <p>Stony Brook Catering Site: https://www.stonybrook.edu/commcms/dining/_pdf/Catering_Guide_822024_v5.pdf</p>																				