

## 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 outside speakers must provide a biosketch and abstract of presentation.
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/Sponsoring Department
- 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](mailto:DSO@stonybrookmedicine.edu)*

Event Request Form

Event Information																					
Section A. Event Information	Section B. Enrichment Seminar/Speaker Information (if applicable)																				
Event Name: _____ Date of Event: _____ Start/End Time: _____ Location: _____ Expected Number of guests: _____ Sponsoring Club/Organization Name: _____ Faculty Advisor: _____ Event Summary: _____ _____ Student Requesting Event: _____ Student Email: _____ Will this event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, review branding requirements (attached) and submit with this application</i> 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"/> 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: _____ _____ Will you be selling any items for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list items: _____ _____	Company Name: _____ Contact Name: _____ Presenter Name: _____ Presenter Credentials: _____ Phone: _____ Email: _____ Description of Presentation Content & Format: _____ _____ _____ Section C. Budget Request Information I. Are you requesting funds for your event? <input type="checkbox"/> Yes (fill out section below) <input type="checkbox"/> No (Skip budget information section) <table border="1" style="width: 100%;"> <thead> <tr style="background-color: #fff2cc;"> <th style="width: 70%;">Line Item*</th> <th style="width: 30%;">Amount Requested</th> </tr> </thead> <tbody> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td><b>Total Requested</b></td> <td align="center"><b>\$</b></td> </tr> </tbody> </table> * Must provide quote with each line item* II. Vendors (if applicable; ex. Culinart) <table border="1" style="width: 100%;"> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Line Item*	Amount Requested		\$		\$		\$		\$	<b>Total Requested</b>	<b>\$</b>								
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Approvals Required before Submitting Form																					
<b>Faculty Advisor Approval</b> Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Biosketch and Abstract Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Advertisement Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Print Name: _____ Signature/Date: _____	<b>Director of Communications Approval</b> Merchandise Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Advertisement Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Print Name: _____ Signature/Date: _____																				
DSO USE ONLY	OFFICE OF EDUCATION USE ONLY																				
Event Approval																					
Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Advertisement and/or Merchandise Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Advertisement Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Merchandise Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Room Reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Food Ordered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																				
Budget Approval																					
Requested Amount: _____ Approved Amount: _____ Comments: _____ Date of Budget Update: _____ Print Name: _____ Signature/Date: _____	Comments: _____ Print Name: _____ Signature/Date: _____																				
Stony Brook Branding Policy: <a href="https://www.stonybrook.edu/sbu-brand/">https://www.stonybrook.edu/sbu-brand/</a> Tax Exempt Form: <a href="https://www.stonybrook.edu/commcms/foundation/resources/_pdfs/Tax%20Exempt%20Certificate%2012%202018.pdf">https://www.stonybrook.edu/commcms/foundation/resources/_pdfs/Tax%20Exempt%20Certificate%2012%202018.pdf</a> Stony Brook Catering Site: <a href="https://www.stonybrook.edu/commcms/dining/_pdf/CATERING_GUIDE-Sep8-2023_v12.pdf">https://www.stonybrook.edu/commcms/dining/_pdf/CATERING_GUIDE-Sep8-2023_v12.pdf</a>																					