Event and Fund Request Guidelines

**As of November 1, 2023, the following procedures are to be followed when submitting an Event Form in which the event requires a fund request.**

Step 1: Submit a fund request; form must be submitted at least 30 days prior to event to the Finance/Audit Team.

Step 2: Submit Event Form to the Media Team.

Step 3: Finance/Audit Team will contact the Team if there are any questions or problem is with the fund request.

Step 4: Upon approval of funds, the Finance/Audit will notify the appropriate team, as well as the Media Team to move forward with requested advertisement etc.

**Event Form**

In order for Our Media Team to best serve your needs, a 30-day notice of event is greatly appreciated.