

Event Approval Form

CAL POLY POMONA - University Advancement Raiser's Edge Database
(Please allow 90 days per request)

Requested By: _____ **College:** _____
Email Address: _____ **Department:** _____
Date Submitted: _____ **Telephone/Ext:** _____

Description and Purpose for Event: _____

Is this a free event? Yes No Is there a donation component to the ticket price? Yes No
Will there be an auction at the event? Yes No

Description for Registration Page:

Event type: Gala Speaker Series Golf Lunch/Dinner Other: (specify) _____

Special Notes: _____

Speakers: _____

1. Event Details (Required):

Date of Event: _____
Event Start Time: _____
Event End Time: _____
Event Location: _____
Capacity: _____
Sales begin date/time: _____
Sales end date/time: _____

2. Check if attached (required for paid events, not needed for free events):

Ticket/sponsorships prices
Solicitation materials
Event Memo of Approval from VP Advancement (located:
<https://www.cpp.edu/~advancement/forms.shtml>)

3. Check if attached (required for all events):

Invitation (printed and/or digital)

4. Other Fields Needed (Check those that apply):

Menu Items (list): _____
Food Allergies/Restrictions

Other Online Page Notes/Questions to Ask Registrant:

Event Report Requirements:

UA ONLY

Event solicitation material reviewed and approved
Fundraising event memo approved and attached
Event created in RE
Ticket prices added
Event Denied

Online Page Created URL: _____
Event manager reviewed and approved online page
BBMS account connected to registration page (DEMO removed)

Reason: _____

The Records maintained in Cal Poly Pomona's Raiser's Edge Database are personal in nature and are protected by the Privacy Act of 1974. Information will be released to authorized faculty and staff for activities that support the educational mission of the University. After completing the activity, all records (electronic and paper) should be destroyed. The released information is to be used one time only for the stated purpose. Information will be provided to you or your mail house within 10 business days of receipt.

Signature: _____

Please complete and email to the Interim Executive Director of Advancement Services: Elissa San Juan emsanjuan@cpp.edu