

Event Request 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: _____

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

Menu Items (list): _____

Food Allergies/Restrictions

Other Online Page Notes/Questions to Ask Registrant:

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>)

Event Report Requirements:

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

Invitation (printed and/or digital)

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 gifts@cpp.edu