

Tower Foundation
 One Washington Square
 San Jose, CA 95192-0183
 408-924-1779

Event Authorization Form

Fundraising events that are budgeted (revenue) for \$5,000 or more require advance approval **prior** to entering into agreements with vendors (facilities, caterers, etc). SJSU has designated the VP of Advancement as the campus approver. Please complete this form and submit it with the draft of solicitation materials, if available.

Event Information

Tower Acct #: _____

Requester's Name: _____

Contact Phone #: _____

Department: _____

Event Name: _____

Date(s) of Event: _____

Purpose of Event _____

Tower Foundation carries insurance for all events. Certificate of Insurance can be provided upon request.

Event Budget

Revenue

Tickets	\$	_____
Auction	\$	_____
Donation	\$	_____
Raffles	\$	_____
Other	\$	_____
<i>Total Revenue</i>	\$	_____

Expense

Venue	\$	_____
Food	\$	_____
Supplies	\$	_____
Other	\$	_____
<i>Total Expenses</i>	\$	_____

Campus Authorization

I hereby authorize the event indicated above.

Requestor's Signature: _____ Date: _____

Campus Approval: _____ Date: _____
 VP of Advancement