

Old Dominion University

REQUEST FOR STUDENT AFFAIRS DINING SPONSORSHIP

Departments/organizations may receive donated funds for catering from Student Affairs. Sponsorships are for events and programs (not for meetings) open to all ODU students. **Submit to: OSAL, 2122 Webb Center**

REQUEST MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE

Department/student organization: _____

Contact name: _____

Phone: _____ Email: _____

Address: _____

Event: _____ Event Date: _____

Location: _____ Event Time: _____

Purpose of activity: _____

Brief description of event: _____

Donation requested: \$ _____

Other source of funding: _____

Estimated number of participants: _____ Open to all students? _____

PLEASE SUBMIT THE FOLLOWING TWO (2) WEEKS IN ADVANCE:

Request for Student Affairs Dining Sponsorship (this completed form)
Catering Request Form
Flyer/Publicity Announcement

Approval:

Date

Date

Student Affairs Date

Amount to be donated: \$ _____