

Wesley College - Reservations Office - Lower Level of College Center Room 15
120 N. State Street, Dover, DE 19901 (302) 736-2593 Email: reservations@wesley.edu

Faculty and Staff Event Information Form (EIF) 2018- 2019

Directions:

Please submit your completed EIF Form to the Reservations Office
- Minimum 4 weeks before your event. Send it by email to
reservations@wesley.edu or drop it off at the Reservations Office.

Sponsoring Organization: _____

Name of Event: _____

Organization's contact person: (1 per event): _____

E-mail: _____

Phone Number: _____

Event date: _____

Start Time: _____

End Time: _____

Event Location: _____

Expected Number of People: _____

Have you reserved the room?

Are you inviting outside guests or speakers to attend your event?

If yes, please submit a list on a separate page. _____

Are you serving food? _____

If yes, Please attach the price quote from Aramark

Will you need a noise permit from the City of Dover for an outside event? __ Yes __ No

Did you fill out the forms? _____

*** Do you need tabling in CC Lobby? Dates:



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Detailed Description of the event. Please type the information about your event.

(For Example: We are having an Ice Cream Social with a DJ. We will need 5 tables set-up in the Underground. Please see the attached diagram. This event is for Wesley Students only.)

Set-up style:

Classroom – tables and chairs

Theater - just chairs in rows with a center aisle

Banquet: tables with chairs set for a dinner or luncheon

Please attached the room set-up diagram

(Please note we only have 5 round tables and we use 5ft rectangular tables for set-ups)

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*A Vendor is someone you are hiring and paying for services such as: entertainment, rentals of any kind, Exercise Instructor, Photographer, Artist, selling or providing items or amusements for students. Each Vendor must provide you with a contract, an invoice, a certificate of insurance (naming Wesley College as the additionally insured) and a W-9 tax form, so they can get paid. *** Students must not sign any contracts.*

A guest speaker whom you are hiring needs to provide an invoice and W-9 form. You will then fill out and submit a check request of purchase order, the criteria are listed below.

********* Have you included the relevant documents with this form?

Are you hiring a vendor?

If, yes- then include the vendor's contract, invoice and Certificate of Insurance (naming Wesley College as the additionally insured) (A speaker will not need to have insurance)

If the fee is \$499 and under you will also need to submit a Check Request

If the fee is \$500 and over you will also need to submit a Purchase Order

Have you reviewed your budget with the department head? ___ Yes ___ No

*****Budget Number** _____

Total cost of the event: \$ _____

Do you want the check to be mailed to the vendor ___ Yes ___ No

Pick up the check ___ Yes, I will pick up the check on _____

Is the event being advertised? (Yes) (No)

If yes, where? _____

Is the event being advertised on social media? ___ Yes ___ No

If yes, where? _____

Are there flyers for the event (flyer must be attached) ___ Yes ___ No

*******Only completed EIF forms with all the necessary documents attached and signatures will be accepted for processing. If documents are missing, the forms will be returned to the event organizer.**

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Approved By: Signatures needed before you turn the form over to Reservations Department

Signature of Event Coordinator: _____

Event Coordinator: Print name: _____

Date: _____

Reservations Office use only

Received by Reservations on _____ Time

Received _____ Event # _____

IT _____

Coach Wearden _____

Security _____

Facilities _____

Aramark _____

SGA _____

V.P Finance _____

Belinda Burke, CPA, CMA,CCE, VP of Finance & Administration, CFO