

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

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## (EIF) Event Information Form 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.  
Do Not Advertise Your Event Until It Has Been Approved

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?  Yes  No

Are you inviting outside guests to attend your event? If Yes,  
Please list them on last page of this form or a separate sheet of paper.

Are you serving food? \_\_\_\_\_

If yes, Please attach the price quote from Aramark or your food provider

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?



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**\*\*\*\*\*** 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)

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 SGA? Students Affairs (for SAB)?  Yes  No

Has the SGA approved this event? Students Affairs (for SAB)?  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

Has your advisor reviewed the event with you and signed off on it?  Yes  No

**List of outside guests:**

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**\*\*\*\*\*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.**

**\*\*\*\*\*If your event is not completely approved 7 days before the event date, you may lose your room reservation.**

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

Signature of Event Coordinator: \_\_\_\_\_

Event Coordinator: Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Advisor: Print Name \_\_\_\_\_

Date: \_\_\_\_\_

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**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,V.P for Finance and Administration, CFO