



Date \_\_\_\_\_

## SMSU Hospitality for Work Purposes Approval Form

Event name: \_\_\_\_\_

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

Start/Stop Times of Event Support: \_\_\_\_\_  
(include set-up/ prep time, event, breakdown or cleanup time, etc...)

Start/Stop Times of Actual Event: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Description of Event & Hospitality:  
(type of food, vendor, number of people, cost per person, etc...)

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If for Staff, List Staff Who Will Attend:

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Requestor Signature/Title

Approver Signature/Title