**Event Submission Form**

Please fill out the form completely and to the best of your knowledge.

|  |  |
| --- | --- |
| Submitted By: |  |
| Perspective Date: |  |
| Perspective Location: |  |

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

Event Description and Goal:

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| --- | --- | --- |
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|  | | |
| Target Audience Size:  Event Partner (if any)  Event Cost: |  |
| Facility charge |  | | |
| Food & Bev. |  | | |
| Supplies |  | | |
|  |  | | |
|  |  | | |
| TOTAL: |  | | |

Event Services (chairs, tables, etc.)

Chairs $0.65  
Tables $6.00   
Delivery/pick up fee $30.00.

https://csusbcatering.catertrax.com/  
SMSU Facilities Charge: $500