

UNITE EVENT REQUEST



REQUESTING UNIT:

UNITE POC:

EMAIL:

[EVENT INFORMATION](#)

DATE OF EVENT:

EVENT LOCATION:

PROJECTED START TIME:

END TIME:

PLANNED NUMBER OF PARTICIPANTS:

PROJECTED FEES TO BE PAID BY PARTICIPANTS:

DETAILED EVENT DESCRIPTION:

ACTIVITY FUNDING BREAKDOWN (\$13.50/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

FOOD/BEVERAGE FUNDING BREAKDOWN (\$5.00/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

COMMUNITY COHESION COORDINATOR (C3) SIGNATURE:

POC SIGNATURE:

