**CONTRACTUAL REQUEST FORM**

*Please print or type all information and return to SUFAC via e-mail to* [*sosufac@uwgb.edu*](mailto:sosufac@uwgb.edu)

*by 3:00pm on Monday in order to be placed on the agenda for that week.  
Additional Forms and Guidelines are available online at* [*www.uwgb.edu/studgov/committees/sufac/forms.asp*](http://www.uwgb.edu/studgov/committees/sufac/forms.asp)

**\*ALL contractual events with cosponsors must submit a breakdown of the cost contributed by each org/office and the total cost for events with this form.\***

|  |  |
| --- | --- |
| Student Organization | Org Representative(s) |
| E-mail(s) | Phone #(s) |
| /  Current/Starting SUFAC Contractual Funds | Current Agency Balance |

Event Details

|  |  |
| --- | --- |
| **Expected Total Attendance** | **Expected Student Attendance** |
| **.** | **.** |

|  |  |  |
| --- | --- | --- |
| **Date of the Event** | **Location** | **Time** |
| **.** | **.** | **.** |

Financial Breakdown

|  |  |
| --- | --- |
| **Cost of the contract/speaker**  (Please attach a breakdown of any additional cost if they exist) | **Expected Revenue** |
| **$ .** | **$ .** |

*Please explain the purpose of the event and forms of advertisement that will be used:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_