

Comstock Memorial Union University Sponsored Major Event Questionnaire

The Comstock Memorial Union is funded in part from fees assessed to students, as well as revenue generated from services offered to the campus community. With this in mind, some University sponsored events may be assessed a rental fee for use of CMU facility space. Please complete the following questionnaire and turn into the Event Services Office, CMU Room 115.

Date of Event:

Name of Event:

Sponsoring Department:

Event Coordinator:

1. Please describe the purpose of the event. How is the event tied to the mission of your department?

2. Is the sponsoring department responsible for all financial obligations for the event? If yes, please include account number for all charges. If no, describe the department's financial commitment.

3. Is the event open to the entire MSUM campus community (students, faculty, staff)? If so, how many total participants do you expect and of that number, how many do you expect will be from MSUM?

4. Does the event include any catered meals? If so, please describe what you are planning and the dollar amount.

5. Will the participants be charged a fee for attending the event? If so, how much?

6. Will the participants be able to earn academic credit for attendance? If so, will they be paying an activity fee as part of the total credit charge? How many of the participants will be earning credit?