

MCMASTER UNIVERSITY PRE-APPROVAL OF SOCIAL EVENTS

*This form is used for Social Events with a budget of \$1,000 or More, and should be submitted to
FHS Finance (HSC 3H9) ONE MONTH prior to the Event*

Requesting Department: _____

Description of Event (including business purpose): _____ **Number of Attendees:** _____

Account Number being charged: _____

Budget:	Food/catering:	_____	
	Room Rental:	_____	
	Entertainment:	_____	
	Other:	_____	Please Specify: _____
	Other:	_____	Please Specify: _____
	Other:	_____	Please Specify: _____
	TOTAL:	\$ _____ -	

Restrictions by Approver:

Pre-approval must be given by the appropriate Dean, for academic department events, or by the appropriate Vice-President for faculty events or non-academic departments.

Signature of Approver: _____

Approver's Name (Please Print): _____

Title: _____ **Date:** _____

Please note: Pre-approval forms for events catered by internal departments (such as Hospitality Services) must be held in the requesting department for audit purpose.

