

Event Sheet Example

Food/Refreshments/Beverages:

Vendor Name – expense type (breakfast, lunch, dinner, reception, snacks)

List type of items to be purchased

Total projected cost: \$\$\$\$

Visitor Services/TABC/Event Support hires:

List number of projected hires (Formal requests route via Lily Zapatero, Visitor Liaison)

Facilities Services:

List WORQS or request number and estimated cost

Total Estimated Cost of Event: \$\$\$\$

1. An Event sheet should be included with each OOEF
2. A OOEF and Event Sheet can be completed for a single day's worth of events tied to the same event. Example: Explore UT – the Event Sheet would list the projected costs for Breakfast, Lunch, snacks, and tally the total for the entire day.