OOEF Form Breakdown

Tips to Complete an OOEF

**Food & Misc:** Please provide the estimated total cost for food or consumable materials that will be included in this OOEF. Please use the notes to detail out an estimated cost per item.

**Alcohol:** Be sure to include the total estimated cost of alcohol for the event. The total cost of the alcohol should be less than 50% of the food and drink subtotal. If the event is not being held in a pre-approved space on campus, please attach an approved alcohol exception request.

**Delivery/Fees:** This should include costs such as non-consumable materials for the event, room rentals, AV equipment usage, and service fees for the entire event.

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**Payee Information:** If the event or meeting will use different vendors throughout the day, please use the “Payment to Vendor” option and use the phrase “Various Vendors”. You will need to provide a list of confirmed or potential vendors in the “Notes” section. If your event will occur over multiple days, please be sure one OOEF is submitted per day with all vendor information included for that day. Otherwise, please only fill out one option in this section.

**Meeting Date/Location:** If your event or meeting occurs over multiple days, please be sure to submit one OOEF per day with accurate location information. If location information changes at any time, you will need to make sure to update these sections when submitting payments to vendors on this OOEF.

**Group Attending:** Please be as accurate as possible when listing the group(s) who will be attending this event(s). If less than 10 people, you will need to include an itemized list of participants.
For pre-approvals, please select “Itemized receipt will be submitted separately” in this section. You will need to attached an estimated budget spreadsheet for your event(s), which can be found here. If you are submitting an OOEF post-event, please attach stamped, itemized receipts. Please note, only five (5) attachments can be uploaded in the OOEF system, so you may need to combine files to ensure all documentation can be provided.

Notes: Aside from the information listed above that should go in this section, you are welcome to include any other information you think would be beneficial for those reviewing this blanket OOEF to have regarding your event(s). Please note that Dean's Office reviewers only have the context provided within the OOEF for your event. If you feel like further context is required to ensure a smooth OOEF process, you can use this section to provide that.