



INSTRUCTIONS:

- 1 This form should be submitted for approval at least 4 weeks prior to the event.
- 2 Please contact Martha Eaves if you have any questions — 405-522-8767 • Martha.Eaves@sde.ok.gov
- 3 All event handouts must be approved by the Cabinet Leader prior to the event.

FUNDING: State Federal Other _____

OSDE Department _____ Program _____

OSDE Contact _____ Phone _____ Email _____

Event _____ Date(s) _____ Time(s) _____

Preferred Venue _____ Cost of Venue _____

Purpose _____ Number expected to attend _____

Food/Beverage Requirements _____ Cost of Food/Beverage _____

Room Set-Up (classroom, rounds, theater, etc) _____

Does your event require audio/visual? Yes No Will Venue Provide? Yes No
(If not, please contact Media Production.)

Will this event require a contract of any kind (speaker, hotel, etc.)? Yes No

Do you need an Eventbrite registration link? Yes No

Will you reimburse substitute costs? Yes No **Will you reimburse attendee travel costs?** Yes No

Venue rental \$ _____ Estimated total cost of activity \$ _____ (includes venue, food, materials, etc.)

Available budget \$ _____ How many staff will attend? _____

Number of staff staying the night _____ How many nights? _____

Program Director/Administrator _____ Date _____

Cabinet Leader _____ Date _____

Chief of Public Affairs _____ Date _____