

**Hofstra University Club
Provost's Office
Event/Conference
Pre-approval Form**



Name: _____ Date of Event: _____
(Name of Person Making Arrangements)

Department: _____ Contact Number: _____

Department Budget To Be Charged: _____

Number of Participants: _____

Attendees: _____

Nature of Business: _____

Department Approval: _____ Date: _____

Provost Office Approval: _____ Date: _____

Notes:

- 1 A fully authorized copy of this form must be presented to University Club Management (Lackmann) prior to the event/conference. For groups of 10 or less, who are eating at the University Club during regular hours, presenting the form at the time the group is dining is acceptable.**
- 2 A Final receipt for Club services must be attached to the invoice submitted by Lackmann Culinary Service, and sent to the Provost Office for Processing.**