



ENTERTAINMENT/RECEPTION PRIOR APPROVAL FORM

1. Name of group/function (no abbreviation or acronyms):

2. Purpose of function, expressed in terms of goals(s) or objective(s) of the University under which the function is to be conducted.

3. Makeup of the group, e.g., citizen members of advisory committees, workshops, etc., participating in the event:

4. Names and titles of any State employees (including UMDNJ faculty or staff members) in the group (attach additional sheet with names if necessary):

5. Any other information or justification which will demonstrate the program relatedness of the function or the benefit to the University resulting from the function (such as an agenda):

Requestor's Printed Name

Printed Name (Dean or Authorized Designee)

Requestor's Signature

Title

Date

Signature

School/Unit

Date