



Community and Residence Life Fundraising Request

PLEASE WRITE LEGIBLY AND COMPLETE ALL INFORMATION

Name: _____ **Phone #:** _____

Sponsoring Organization: _____

Advisor Signature: _____ **Advisor :** _____

Date Submitted: _____ *(This form must be submitted **two weeks** in advance)*

Title of Fundraiser: _____

Day(s), Date(s) and Time(s) of fundraiser (Please list a first, second, and third choice):

1st choice: Day of the Week _____ Date _____ Time _____

2nd choice: Day of the Week _____ Date _____ Time _____

3rd choice: Day of the Week _____ Date _____ Time _____

Location of Fundraiser: _____

Please note that once your date has been approved, the advisor will need to contact the appropriate office/s to reserve a location and any other resource needed. C&RL will not make requests for groups.

Please describe the proposed fundraiser in detail: _____

Please describe what the money raised will be used for: _____

Advertising Method/s: (Flyers/Posters must be approved and stamped by the Office of C&RL) _____

F O R C O M M U N I T Y A N D R E S I D E N C E L I F E O F F I C E U S E O N L Y

Date received: _____

Comments: _____

Approval: _____ Approved _____ Denied _____ Missing Information

Signature: _____ **Date:** _____

Director of Community and Residence Life

Resource Information

(Organization advisors need to contact the appropriate office/s when planning an event. Community and Residence Life will NOT be making requests for groups)

To Reserve a Room:

Special Events

Mary Jane Higgins

Assistant Director, HigginsM@pmc.edu, x7639

Amy Deveau

Associate Director, DeveauAmy@pmc.edu, x7640

Community and Residence Life

(Residence Halls, Village Commons, CC Atrium, Meditation Room, SL Conference Room)

Jennifer Reed

Director of C&RL, CommunityLife@pmc.edu, x7136

Athletic Fields and the Gymnasium

Erin Brennen

Director of Athletics, Brennene@pmc.edu, x7058

Set-up Requests:

Special Events

Mary Jane Higgins

Assistant Director, HigginsM@pmc.edu, x7639

Amy Deveau

Associate Director, DeveauAmy@pmc.edu, x7640

Audio/ Visual

Rich McGirr

Manager Media Services, Mcgirri@pmc.edu, x7096

Food and Beverage:

Aramark

Sandy Iannotti

Catering Manager, pinemanordining@aramark.com, x7698

Safety and Shuttle Service Needs:

Dana Smith

Director of Campus Safety, Smithdana@pmc.edu, x7031