## EASTERN MICHIGAN UNIVERSITY BAKE SALE REQUEST FORM

Upon completion of the form, student organizations please submit the request to Campus Life at <u>studentorgs@emich.edu</u>; classes or departments please submit form directly to building administrator. **Requests must be submitted at least one week prior to the event and cancellations must be submitted at least 48 hours prior to the event to avoid penalties.** A scheduled sale cancelled with less than 48 hours notice will still count towards your allotted sales. Student organizations are allowed three bake sales per semester. If the request meets all the requirements for a sale, Campus Life will forward the request to the Building Administrator to reserve the location for the sale. If the date(s) you request is not available, the Building Administrator will contact you and inform you of the next available date(s).

Requestor:			Telephone #:	
Org/Dept.:			Requestor Email:	
Org Advisor:			Advisor Email:	
Date of Request			Possible Date(s):	
Day of Sale:	Tuesday	Wednesday	Time of Sale:	

## Sale Location: Please check one

Location	Building	Sale Location	
	Mark Jefferson	Lower Level (Ground) by the Rocks	
	Marshall	2 <sup>nd</sup> floor to the left of the entry	
	Porter	2 <sup>nd</sup> floor in the lounge	
	Pray-Harrold	2 <sup>nd</sup> floor outside of room 217 (northwest corner)	

## Please list all of the items to be sold at the sale below

Please list the foods and beverages to be sold and where these will be purchased:				

Campus Life Approval: \_\_\_\_\_

Date

Building	<b>Building Administrator</b>	Office Location	Email
Mark Jefferson	CAS Dean's Office	214 Pray-Harrold	reservations artsci@emich.edu
Marshall	Smriti Panjabi	304 Marshall	spanjabi@emich.edu
Porter	Jeff O'Donohue	310 Porter	jodonoh1@emich.edu
Pray-Harrold	CAS Dean's Office	214 Pray-Harrold	reservations_artsci@emich.edu

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Date:
form to <u>kwilhoff@emich.edu.</u>
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e of Inspection: