

New Event Request

- ◆ The Bursar's Office offers a service where OCC Faculty & Staff can request an event be created, the sales of which would add revenue to an established trust account. Such events include, but are not limited to: field trips, visual performing arts performances, optional class fees, etc.
- ◆ To request a new event be created the below form must be filled out completely and emailed or turned in to Shannon MacGregor at the Bursar office. (Email: smacgregor@occ.cccd.edu or call ext. 25801)
- ◆ Forms submitted will be processed within five business days. Incomplete forms will not be accepted or processed, but returned to the originator.
- ◆ Please attach any additional information (i.e. class roster, pictures for online sales, check-cut dates for field trips, etc.) to this form.

Point of Contact (Name, Extension, Email Address): _____

Name of Event: _____

Date/Time/Location of Event: _____

Event Pricing: _____

Trust Account Number: _____

Accept Donations? Yes No

Foundation Account Number: _____

Available Online? Yes No

****For Online Sales Only****

Any verbiage to accompany event sale? _____

A picture and/or video can accompany the online sale, please attach picture and/or provide YouTube link:

Note: Online sales must have a picture. If one is not provided, the Bursar office will provide for you.

Any additional information: _____

Signature

