Guideline for Hospitality form

Preliminary Information:
- Please find the Hospitality policies for your reference.
- Contact UAS Hospitality to obtain Banquet Event Order (BEO) before Hospitality is submitted (if UAS will be providing services for the event).
- Attach attendance list of all expected attendees, including students, faculty, staff and others and their respective affiliation.
- Attach event flyer to this form for submission.

STEPS:
1. Check the authorization to hold the event for approval.
2. Select the "Type of Hospitality" from the drop-down menu depending on the type of the planned event.
3. In line #1, check the boxes for the "Type of Participants" that will be attending the event.
4. In line #2, input the department hosting the event.
5. In line #3, input the department contact which is the person who is preparing the form.
6. In line #4, input the date and time of the event.
7. In line #5, input the title of the event and the purpose.
8. Check whether UAS will be providing services for the event.
9. For #7, include the funding source that will be charged for the event and the price included on the BEO.
10. Check whether alcoholic beverages will be served at the event.
11. Add the required individuals needed for signature and submit via Adobe Sign.

Routing Order for Adobe Sign:
1. PI of Grant – Approver
2. UAS Approving Authority – Signer (Only if food is not from UAS)
3. Resource Manager – Signer
4. Department Approver – Signer (Usually the Associate Dean)
5. Academic OPB (academicopb@csula.onmicrosoft.com) – Approver
6. Director of Academic Resources – Approver
7. Provost or Vice President of Academic Affairs – Signer

	If UAS is not providing food:
	- EHS Approval is required, and you can submit a form using this Web Form.
	o This EHS Approval needs to be added to the document and can be placed under the invoice or estimate of the food.