



EVENT NOTIFICATION FORM

GLENDON COLLEGE
Office of the Principal
2275 Bayview Ave Toronto ON
Canada M4N 3M6

PLEASE NOTE:

Prior notification is required before any planning of a notable event.

A **notable event** is defined as any event of public interest that requires the involvement of administration (room allocation, alcohol permit, administrative support, additional resources, etc.) or needs to be advertised and coordinated with other events. Request forms should be submitted **60 days** (or as soon as possible) prior to the date event.

Please submit completed forms to principal@glendon.yorku.ca or mail to the Office of the Principal, GH 220.

EVENT DETAILS

Date of the Event :

Time (Start Time & End Time) :

Location :

Specify Location :

Indoor Space

Outdoor Space

Sponsoring (Dept./Org./Unit/Rec.Stud.Grp) :

Form completed by/contact :

E-mail Address :

Telephone :

Mailing Address :

UNIVERSITY AFFILIATION

Academic Office/Department

Research Centre

Administrative Department/Organization/Unit

Recognized Student Group

Employee Group

Other

EVENT TYPE

Seminar/Lecture

Dinner/Social/Dance

Live Performance Artistic/Musical

Meeting

Rally

Religious Function

Conference

Orientation

Visit of Dignitaries/VIP

Art Exhibition

Athletic Event

Media Interviews

Other

EVENT TITLE AND DESCRIPTION

Will there be any external guests or external speaker(s)/group(s)? (i.e. politicians, authors, religious leaders, diplomats, celebrities, media figures etc...)

Yes No

If Yes, please specify :

Number of York Participants (approx) :

Number of Non-York Participants (approx):

Is there an admission or registration fee to this event?

Yes No

Will there be advertising?

If Yes, please specify :

Will alcohol be served?

Choice of caterer :

* If **Yes**, prior approval is required from Rhonda Lenton, Office of the Vice-President Academic and Provost.

MANDATORY RESPONSIBILITIES OF THE EVENT ORGANIZER

- Event must be listed on the [My Glendon Events Calendar](#).
- Campus [Security Services](#) must be informed of event date and time.

FUND REQUEST

Is funding from the Principal required for this event:

Yes No

If **Yes**, please attach a **budget** when sending the request form. Funding for alcohol cannot be provided.

Please note that **NOT ALL** funding requests will be granted.

FOR USE BY THE OFFICE OF THE PRINCIPAL ONLY

Approved By :

Date :

Position/Title :