HOSPITALITY DOCUMENTATION

EVENT INFORMATION

NAME OF EVENT: _____

DATE OF EVENT: _____

PURPOSE: _____

ATTENDEES: _____
(Ex: Students/Staff/Faculty, Guests, Boards, Visitors, Other)

NUMBER OF ATTENDEES: _____

LOCATION: _____

VENDOR / PURCHASE INFORMATION

VENDOR:

QUANTITY	DESCRIPTION	COST
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	GRAND TOTAL	$