Official Function Checklist

* An Official Function is a meeting, meal, or other function that is hosted by an organizational unit, attended by guests and/or other associates or employees, and held for official university business
* Official function form required for all types of official functions if the total cost of the official function exceeds $500 or per person cost exceeds $85

**Large Official Functions- more than 10 attendees**

* Event Name and purpose
* Pre-established Agenda / schedule
* Time/date/location
* List of attendees or categorized attendees (10 staff, 18 faculty)

**Small Official Functions up to 10 attendees**

* Event Name and purpose
* Pre-established Agenda / schedule
* Time/date/location
* List of attendees and relationship to the University (sign-in sheet, or a list of attendee names)

**Training Official Functions**

* Event Name and purpose
* Pre-established Agenda / schedule
* Time/date/location
* List of attendees and relationship to the University (sign-in sheet, or a list of attendee names)
* Includes presentation or study materials these can be indicated on agenda or attached, if reasonable
* Led by an identified Presenter (on agenda is OK)

**Student Official Functions**

* Event Name and purpose
* Pre-established Agenda / schedule
* Time/date/location
* List of attendees and relationship to the University or categorized attendees
* Any promotional materials

**Non-Food Official Function**

* Event Name and purpose
* Pre-established Agenda / schedule
* Time/date/location
* List of attendees and relationship to the University or categorized attendees