



Application for Waiver of FSU Conferencing Services

Legal Authority

FSU-5.090 Center for Professional Development

Please enter the program information below, sign and send this request to Leigh Eisenhauer, Conference Manager at leisenhauer@fsu.edu or call (850) 644-2653 if you do not receive a response within 3 business days.

Program Title

Estimated Number of Attendees

Program Description

Justification for an off-site event venue

Program Start Date

Program End Date

Will fees be collected for this event? Yes No

Is your unit a cash collection entity? Yes No

College/School

Department

Application Signature

Approval Signature

Signature of Requesting Department's Dean or Director

Kerry McElroy, Associate Director

cc: FSU Purchasing