



Application for Waiver of FSU Conferencing Services

Legal Authority

6C2R-5.090 Center for Professional Development and Public Service.

Please enter the program information below, sign and send this request to Leigh Eisenhauer, Conference Manager at leisenhauer@fsu.edu or call 850-645-2653 if you do not receive a response within 3 business days.

Program Title

Estimated Number of Attendees

Program Description

Justification for an offsite 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