



Sales and Solicitation Request Form



Group Name: _____

Name of Affiliated Organizations/
Departments/Student Groups: _____

Submission Date: _____ Event Date: _____

Event Location: Building: _____ Room Number: _____

Reservation Confirmed? Yes No

Event Type: *(at least one required)*

- ☐ Bake Sale ☐ Merchandise Sale ☐ Ticket Sale ☐ Promotion Display
☐ Other – please specify: _____

Event Description:

Permission Request: *(at least one required)*

- ☐ Conduct Sale ☐ Sell/Distribute Food ☐ Distribute Material ☐ Erect Display
☐ Other – please specify: _____

If conducting a sale, indicate total value of items to be sold: _____

Who shall benefit financially from these sales? _____

If food is involved, Letter from Health Inspector? Yes No N/A

Item(s) Being Sold/Distributed: Name of Supplier:

1. _____
2. _____
3. _____

Individual(s) Responsible for the Event:

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

FOR INTERNAL PURPOSES ONLY

Solicitation Approval: _____ Date: _____

Instructions:

Copies to: Hospitality Services

All sales must be approved through the Solicitations Committee, as per The On Campus Advertising Promotion, Sales, and Solicitation Policy. **THIS FORM MUST BE AT EACH SALE EVENT.** Submit completed forms to spevent@uoguelph.ca