

# On campus Events with External Vendors/Guests

- Submit a room reservation through 25Live.

---
- If food is being served, contact Laurie Reid to place GDS order/waiver.

---
- Complete any invoices/online purchases with Laurie Reid.

---
- Submit Public Safety form.

---
- Request contracts with Daria Allen at least 5 weeks before the event.

---
- Complete all necessary vetting and forms for external vendors.

---