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Request

Dionna McDonald

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Deanna Merino Contino

Student Life

Student Life

08/12/2024

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Student Life Unit EXAMPLE for Hosting Request

Event Name: Fall 2024 Student Life Preparations and Staff Development

Date: August 12, 2024 Time: 9:00am - 4:00pm

Attendees: All unit directors (all levels)

Location(s): Beverly Rogers Literature and Law Building (RLL) 1000

(Smith's) Continental Breakfast for 22 people @ 12.00pp; (Panera)

@ \$20.00pp (including delivery and tip not to exceed 20%); Room

Total Anticipated Expenses: \$854 (breakfast \$264, lunch \$440, room \$150)

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