



Event Questionnaire

Form preparation guidance:

- If your department is planning on hosting a conference or event at UVic, complete this form and send it to banking@uvic.ca
- Accounting Services will determine the payment processing solution for your event based on your answers, all other event planning and management responsibilities belong to the sponsoring department
- For further details on conference support services, refer to the [University Systems service catalogue](#)

Contact details

Contact name		Department	
Contact phone		Contact email	

Event details

Event dates	Start date		End date	
Anticipated number of attendees		Attendee type (select all that apply)	<input type="checkbox"/> internal <input type="checkbox"/> external	
Payment required	<input type="checkbox"/> yes <input type="checkbox"/> no	Price per attendee		
Registration payment options (select all that apply)	<input type="checkbox"/> cheque FAST JV <input type="checkbox"/> credit card other: _____			

Department details

How frequently does your department host events?	
Does your department have a Moneris e-commerce merchant account? If so, under what name?	

Comments	
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