**United Way Special Event Requirements**

Organization: Carnegie Mellon University

Event Name: Click or tap here to enter text.

Description: Click or tap here to enter text.

Division/College: Click or tap here to enter text.

[ ]  Employees Only

[ ]  Restrict the Event to Employees at the above Division/College

[ ]  Tax Receiptable

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

**Amounts**

Event Goal: Click or tap here to enter text.

[ ]  Variable Amount Minimum/Maximum Amount: Click or tap here to enter text.

[ ]  Fixed Amount Amount: Click or tap here to enter text.

[ ]  By Unit Unit Amount: Click or tap here to enter text.

 Volume Discount: Click or tap here to enter text.

 Click or tap here to enter text.

 **Example:** 2 tickets for $10

**Additional Notes:**