**THESIS DEFENSE CATERING APPLICATION**

 **ENVIRONMENTAL SCIENCE AND POLICY GRADUATE STUDENT ASSOCIATION**

**Please read. By signing this form you agree to comply with the following**:

1. I understand that to be eligible for the ESP-GSA Thesis Defense Catering, I must have paid my membership dues, and be in good standing with the organization.
2. I understand that preference for funding will be given to students who are active in the GSA (e.g. have attended one or more GSA events in the past year).
3. I understand that catering services will only be provided for a maximum of 20 people.
4. I understand that prior to submitting this application, the details of my thesis defense must be on the calendar on the GMU ESP website (<https://esp.gmu.edu/>) and the room must already be booked via 25Live.
5. I understand that I may be ineligible to receive catering services if this application is not submitted at least two months in advance of my thesis defense date. **Additionally, if you are defending in the summer, this application is due April 15th**.
6. I understand that the catering options are limited, and therefore it might not be possible to accommodate for dietary restrictions. We will do our best to accommodate for dietary restrictions and will notify the applicant well in advance of the thesis defense date if appropriate accommodations cannot be made.
7. I understand that if my application is funded by ESP-GSA, I will manage the reimbursement process (submitting receipts, paperwork, etc.) in a timely manner or else funding will not be provided.
8. I understand that if, for whatever reason, my thesis defense date changes, I will notify ESP-GSA at least 7 days before the original thesis defense date. Failure to do so could result in ineligibility to receive catering services for the new thesis defense date.
9. I certify that the information provided is accurate to the best of my knowledge, and that I have attached all the required documentation. I understand that failing to provide the required documentation will render my application void.

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Signature of Applicant Date

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Signature of Advisor Date

I. **Applicant Information**:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@gmu.edu

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept.: □ ESP □ MMB □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree sought: □ M.S. □ Ph.D. □ Non-degree seeking

Semester of thesis defense\*: □ Fall □ Spring □ Summer

\*Please be sure to submit this application at least two months in advance of your thesis defense date for the fall and spring semesters. If you have a summer thesis defense date, this application is due April 15th.

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Are you a current GMU student? YES NO

Have you already paid ESP-GSA dues this **year**? YES NO

Have you attended more than one event in the past year? YES NO

**\*\*If you do not meet the above 3 requirements, you are ineligible to receive catering services from ESP-GSA.\*\***

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Please list recent ESP-GSA events you have attended (in the past year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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II. **Thesis defense information:**

Title of thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of thesis defense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MM/DD/YYYY)

Building name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building room #: \_\_\_\_\_\_

Defense start time\*: \_\_\_\_\_\_\_\_\_ AM PM Defense end time\*\*: \_\_\_\_\_\_\_\_\_ AM PM

Expected number of people (including committee members): \_\_\_\_\_\_\_\_\_\_

\* Please note that we will deliver beverages and food 20 minutes prior to the defense start time, and that room reservations should include this time for catering delivery.

\*\* Please note that we will clean up after the defense, arriving 5 minutes after the stated defense end time. Room reservations should include an additional 30 minutes for clean-up services.

III**. Supporting documentation. The following must be submitted along with the application:**

1. Please include room reservation confirmation via 25Live.
2. Screenshot of my thesis defense on the GMU ESP calendar (<https://esp.gmu.edu/>).