

Sample Authorization Form

Any decisions involving money, changes to quantities or dates, should be recorded with a signed form like this one.

Authorization form for: EVENT NAME	
Today's Date:	
Staff Name:	
Description of Change:	
Cost associated with change:	
Delivery instructions or next steps:	
Signatory for client: (Note who is authorized to sign for client here)	
Signatory for event: (Note who is authorized to sign for your team)	