# Speaker/Symposium/Event Proposal Checklist California State University, Fullerton H&SS ICC.

## Proposal Timeline

Step 1: One week before your proposal date.

Step 2: Due **Monday at 10:00 am** prior to Friday’s proposal.

Step 3: Occurs on Friday during the ICC Meeting.

Step 4: Due at least 2 weeks before check is needed.

Step 5: Completed after paperwork is submitted.

Step 6: Due no later than 3 days after event.

### Step 1: Add yourself to the HSS ICC agenda

One week before your proposal date and the Friday before your submit your completed proposal packet, add yourself to the HSS ICC meeting agenda. This does not require you to be present at the meeting, but it does require you to communicate at least 24 hours in advance to either the organization that is sponsoring you or the [Director of Administration](http://doa.hss.icc@gmail.com) to add you to the agenda for the following week.

### Step 2: Proposal Packet

* [Allocation Request Form](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/AllocationRequest%20.pdf)
* Written Proposal (one paragraph)
  + Name of organization
  + Name, email, and phone number of President and Representative
  + Name of event and/or speaker(s)
  + Proposal amount(s) being requested
  + Background on event and/or speaker(s)
  + Room or venue location, date & time
  + Must state event will be free & open to all
* One Support Letter from Department Chair & Club Advisor (wet or electronic signatures)
* Speaker’s Curriculum Vitae (if applicable)
* Invoice (if applicable)
* Food Quotes (3 quotes)
* Event Flyer

Including:

* + - Name of organization
    - Organization contact information
    - Name of event and/or speaker(s)
    - Room or venue location, date & time
    - [ASI](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/ASI_CSUF_Logo_Assoc_ext.png) & [H&SS ICC](http://hss.fullerton.edu/students/icc/icc_pdf/18-19/LOGO_HSS_ICC_2018.png) logos
    - Email SLL finished flyer for stamp (if applicable)

## Monday Before Proposing:

* Email electronic packet to [Chair](mailto:asi.hss.icc@gmail.com), [Vice Chair/Treasurer](mailto:hss.icc.vicechair@gmail.com), and [DOA](mailto:doa.hss.icc@gmail.com) by 10:00am as **one** PDF document
* Submit physical packet to the H&SS Success Center at GH – 211B by 10:00 am.   
  Friday of Proposal:

### Step 3: Proposal Presentation

* Propose to council by reviewing your packet and answering questions about the request. Council will vote whether or not to approve request.

**After Proposal is Approved:**

### Step 4: Financial Paperwork

* [W-9 Form](https://www.irs.gov/forms-pubs/about-form-w-9) (speakers only). This form is submitted to the Vice Chair/Treasurer in person or at GH-211B after your proposal has been approved but before your event takes place.

### Step 5: Check Request

* Check Request Form (done by Vice Chair/Treasurer)
* If you would like your check to be ready the day of your event, check request forms must be submitted 3-4 weeks before your event. Checks will be ready in the ASI Accounting Office (TSU 2nd floor) on a Friday after 3pm.

## After Event:

### Step 6: Event Evaluation

* [Online Evaluation Form](https://asicsuf.wufoo.com/forms/program-assessment-form/)