# 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**: Due no later than 3 days after event

**Step 6:** Due no later than 14 days after event

**Step 7:** Completed after paperwork is submitted

**At least 2 Weeks Before Event**

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

One week before your proposal date and the Friday before you 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

## Monday Before Proposing:

* Email electronic packet to Chair, Vice Chair/Treasurer, and DOA by 10:00am as **one** PDF document to submit. Council representatives must submit this by the 10am Monday deadline no later than one week before the date of the event.

### Step 2: Proposal Packet

* [ASI Allocation Request online form](https://asicsuf.wufoo.com/forms/allocation-request-20212022/)
* Written Proposal (one paragraph in the description in the new allocation request form)
	+ 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)
	+ 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/Prize Quotes (3 quotes for each item)
* 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)

### Step 3: Proposal Presentation on Friday

* Present to the HSS Inter-Club Council meeting about funds being requested. During this time, review your proposal packet and answer 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 via email after your proposal has been approved but before your event takes place

## After Event:

### Step 5: Event Evaluation

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

**Step 6: Post-Event Paperwork**

* All of the following need to be submitted as one pdf document to the Vice Chair/Treasurer no later than fourteen (14) days after the Symposium/Event
	+ Purchaser Contact Information
		- Full Name
		- Full Address
		- Phone Number
		- Student Email
		- CWID
	+ All Original Receipts/Proof of Purchase
	+ W-9 Form (if applicable)

**Step 7: Check Request (completed by Vice Chair/Treasurer)**

* Check Request Form will be completed by Vice Chair/Treasurer for student/s who received funds
* 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 mailed to you