Speaker/Symposium/Event Proposal Checklist

Tuesday Before Proposing:
- Send e-packet to H&SS ICC Chair / Vice Chair by 10:00am
- Send out abstract to H&SS ICC DOA by 10:00am

Step 1: Proposal Packet

- Blank Checklist
- Written Proposal (Three Paragraphs)
  Paragraph One
  - Name of organization
  - Name, email, phone of President and Rep.
  - Name of event and/or speaker(s)
  - Proposal amount(s) being requested
  Paragraph Two
  - Background on event and/or speaker(s)
  Paragraph Three
  - Room or venue location, date & time
  - State event will be free & open to all
- Support Letter from Department Chair
- Support Letter from Club Advisor
- Speaker Curriculum Vitae (if applicable)
- Food Quote (if applicable)
- Allocation Request Form
- Event Flyer
  Including:
  - Name of organization
  - Organization contact information
  - Name of event and/or speaker(s)
  - Room or venue location, date & time
  - ASI & H&SS ICC logos
  - Email SLL finished flyer for stamp

Friday of Proposal:

Step 2: Proposal Presentation

- Print out copy of packet and turn in to H&SS ICC DOA
- Propose to council for approval

Monday before Friday that the check is needed:

Step 3: Financial Paperwork

- Standard Agreement Form
- W-9 Form (speakers only)

Tuesday after Financial Paperwork is Complete:

Step 4: Check Request

- Check Request Form (done by H&SS ICC Vice Chair)

After Event:

Step 5: Event Evaluation

- Evaluation Form