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 (one paragraphs)
  - Name of organization
  - Name, email, phone of President and Rep.
  - 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
  - State event will be free & open to all
- One Support Letter from Department Chair & Club Advisor (wet signatures)
- Speaker Curriculum Vitae (if applicable)
- Food Quotes (3 quotes)
- 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

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**Proposal Timeline**
**Step 1:** Due **Tuesday at 10:00 am** prior to Friday’s proposal.
**Step 2:** Occurs on Friday during the ICC Meeting.
**Step 3:** Due by the Monday before the Friday check is needed.
**Step 4:** Due by the Tuesday after financial paperwork is turned in.
**Step 5:** Due no later than 2 weeks after event.

Revised: 03.01.18