

Speaker/Symposium/Event Proposal Checklist

Tuesday Before Proposing:

- Send e-packet to Chair, Vice Chair/Treasurer, and DOA by 10:00am
- Submit physical packet to the H&SS Success Center at H-112

Step 1: Proposal Packet

- Allocation Request Form
- 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
 - State event will be free & open to all
- One Support Letter from Department Chair & Club Advisor (wet signatures)
- Speaker 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 & H&SS ICC logos
 - Email SLL finished flyer for stamp

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 at least 2 weeks before check is needed.
- Step 4:** Completed after paperwork is submitted.
- Step 5:** Due no later than 3 days after event.

Friday of Proposal:

Step 2: Proposal Presentation

- Propose to council for approval

At least 2 weeks before the check is needed:

Step 3: Financial Paperwork

- W-9 Form (speakers only)

Step 4: Check Request

- Check Request Form (done by Vice Chair/Treasurer)

After Event:

Step 5: Event Evaluation

- Online Evaluation Form