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

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

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.

Revised: 10.18.18