

# Event Flow Chart

## Proposal Form Submission

- Complete the Event Budget Proposal Form.
- Attach the Event Budget Template to the Back of the Packet.
- Submit the Completed Form to the Event Proposal Box in the SBA Office.

## Event Proposal Pitch

- Sign up with the SBA Treasurer to propose the event to the SBA Budget Committee.
- Attend the Event Proposal, Pitch your event idea to the committee, and answer follow-up questions.
- The Budget Committee will deliberate and then make a recommendation to the SBA.

## SBA Event Approval

- Event funding consideration, modification, and vote by the SBA.
- Note:
  - The SBA Treasurer will advise the sponsor(s) of an event of the outcome of the vote.
- Possible Outcomes:
  - Approval of event funding.
  - Non-Approval of event funding.
  - Request for resubmission of the proposal with more detail and planning.

## University Event Approval

- Complete and submit the Student Event Request Form to the SBA Treasurer.
- Treasurer will confirm the Event Date upon approval of the Faculty Events Committee.
- Event Dates are subject to change depending on the Master Calendar. For quickest approval please list your top three preferences for a date on the Student Event Request Form.
- Submit proposed invoices, contracts, or agreements for services such as a DJ, photo booth, etc. to the SBA Treasurer.
- Treasurer will confirm use of services upon approval of the university.
  - Students are not allowed to enter into any agreements.

## Final Preparations

- Complete and submit the Purchase Requisite Form to the SBA Treasurer for any services being secured through the University.
  - i.e. speaker's fees, contracted services, etc.
- Complete and submit the Request for Check Form to be reimbursed for any out-of-pocket expense that falls under the event's financial approval.
- Original itemized receipts must be stapled to the back of the form in order to receive reimbursement.