DEADLINES AT A GLANCE

Type of Event → / Service Needed ↓	A Cappella Concert	Concert with a Band or DJ	Dinner/Reception	Dance/Party	Film	Fundraiser or Large Event	Lecture	Meeting	Off-Campus Trip/Conference	Theater Production
BUPD Requisition	2 weeks	2 weeks		2 weeks		2 weeks				2 weeks
Cash Collection	1 week	1 week		1 week		1 week			1 week	1 week
Check Request						1 week			1 week	
Copies	3 days	3 days	3 days	3 days	3 days	3 days	3 days	3 days	3 days	3 days
Film Request					3 weeks					
Food - Non-Catering Venue								1 week		
Food - Catering for a Large Event			2 weeks							
Food - Catering for a small event (student catering guide)				2 weeks		2 weeks		2 weeks		
Funds Transfer										
Letter of Agreement							1 week			
On or Off Campus Form	1 week	1 week	1 week	1 week	1 week	1 week	1 week	1 week	1 week Chaperone may be required	
Performer (Band, DJ, etc.)		3 weeks		3 weeks			3 weeks			
Poster(s)	1 week	1 week		1 week		1 week	1 week			1 week
Room set-up B&G Requisition	2 weeks	2 weeks	2 weeks	2 weeks		2 weeks	2 weeks			2 weeks
Supplies, Purchase Order		1 week	1 week	1 week	1 week, PO for Swank		1 week		1 week	1 week
Technical Support (GSU Tech)	2 weeks	2 weeks		2 weeks	2 weeks	2 weeks	2 weeks			2 weeks

This table lists the most common services needed for these types of events. Please meet with an SAO Activities Assistant or Programmer for event planning assistance to assure that you have accounted for all services needed.
Happy Programming!

ACRONYM KEY

PO - Purchase Order

Diagram - a diagram is needed for any event in the GSU

If you are using the GSU Ballroom,Tsai, Castle, Faculty Dining - begin paperwork 1 month before

FT - Funds Transfer

REQ - Requisition

Catering Free

LOA - Letter of Agreement

PIF - Performer Information Form