Select a date

- Review the calendar first: [https://www.bu.edu/sph/calendar/](https://www.bu.edu/sph/calendar/)
  - Check in with your faculty/staff advisor to avoid event conflicts.

Reserve a room

- *If you do not see your student org listed, select anyone from the drop box and put your full org name in the “Organization Abbreviation” box.

Reach out to other organizations for potential collaborations

- [https://www.bu.edu/sph/students/student-services/student-organizations/](https://www.bu.edu/sph/students/student-services/student-organizations/)

Explore Resources for Student Organization Leaders
Make a Student Event/Announcement Request

- [https://www.bu.edu/sph/students/student-services/student-resources/campus-resources/sph-student-weekly-announcement-request-form/](https://www.bu.edu/sph/students/student-services/student-resources/campus-resources/sph-student-weekly-announcement-request-form/)

- Use this form to request event and/or announcements postings on the SPH website and in the SPH Student Weekly. Be sure to upload any promotional materials, we can help you promote your announcement or event!

Supplies

- If you wish to host an in-person event and requesting supplies, first plan to visit the Graduate Student Life office and assess inventory.

Food Orders

- Food Orders must be made at least 5-7 business days in advance of the scheduled event, for larger catering orders more notice the better.


- Off-campus needs more planning and advance notice to ensure costs are approved by GSL.
Student Organization
Event Planning Checklist

❑ **Amazon Order Form**

https://docs.google.com/forms/d/e/1FAIpQLSerQVTHVN6cE6TVXJFDGyeYxpcKlHdl8Ilk9ABX-Y663zX2MQ/viewform

- Amazon orders must be requested 5-7 business days in advance, to account for delivery times.
- We have a business account and can get things ordered on your behalf.
- **Do not purchase** amazon items by paying out of pocket, you will not be reimbursed. **University Policy:** *Any purchases from Amazon must be done through the University’s Amazon Business account; there will be no personal reimbursements for Amazon purchases made on personal credit cards.*

❑ **Budgets**

- Treasurers must track budgets with Mahogany or risk losing budget privileges
  - BU is a tax exempt institution, will not reimburse any tax to students, clubs, etc.
  - Tax Exempt form is available upon request
- GSL (Mahogany) Needs to know before you spend ANY budgeted dollars
  - We should be ordering food, supplies, swag on your behalf, not the other way around
  - Reimbursements can take up to 4 weeks in the BU System so be smart with your spending
- Should bring the most good to all members- have a semester plan.
- Don’t spend all of it on food in a month
- Use it, it does not roll over.

**GSL Contacts**

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