

# Student Organization Event Planning Checklist

## Select a date

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

## Reserve a room

- <http://www.bumc.bu.edu/bumc-emc/ors/sph-student-organization-space-request-form/>
- \*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.

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[\[Navigate: View The Form\]](#)

## SPH Student Organization Space Request Form

You must accurately complete all required fields (marked with an asterisk) in order to submit your student organization space request.

Full Name of Organization: <input type="text" value="Student Senate"/>	Organization Abbreviation: <input type="text"/>
Student Contact Name: <input type="text"/>	Student Contact Email Address: <input type="text"/>
Event Title: <input type="text"/>	Student Phone or Beeper: <input type="text"/>

## Reach out to other organizations for potential collaborations

- <https://www.bu.edu/sph/students/student-services/student-organizations/>

## Explore Resources for Student Organization Leaders



- [SPH Event Calendar](#)
- [Event Planning Guide](#)
- [Reserve a room/table/easel.](#)
- [Screen Announcement Request](#)
- [Student Event/Announcement Request](#)
- [Social Media Content Gathering Form](#) – If you wish to submit information on more than one event/piece of content, or for more than one post date, please fill out the form again and resubmit.
- Submit a [Food Order Request Form](#) at least 5 business days prior to your event.
- [Amazon Order Form](#)
  - **ATTENTION: Student Order Leaders BU has an Amazon Business account; there will be no personal reimbursements for Amazon purchases made on personal credit cards.**

### **[Make a Student Event/Announcement Request](#)**

- <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.
- <https://www.bu.edu/sph/students/student-services/student-organizations/student-organization-food-order-request-form/>
- Off-campus needs more planning and advance notice to ensure costs are approved by GSL.

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## Amazon Order Form

<https://docs.google.com/forms/d/e/1FAIpQLSerQVTHVN6cE6TVXJFDGyeYxpcKIHdl8IIk9ABX-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

**Mary Murphy-Phillips, Director of Graduate Student Life**  
[mcmurph@bu.edu](mailto:mcmurph@bu.edu)

**Ashley Leonard, Assistant Director of Graduate Student Life**  
[aleonar@bu.edu](mailto:aleonar@bu.edu)

**Rea Shqepa, Assistant Director for Student Success**

[rshqepa@bu.edu](mailto:rshqepa@bu.edu)

**Robyn Volcy-Lee, MPH, Wellness & Communications Manager**

[volcylee@bu.edu](mailto:volcylee@bu.edu)

**Tenbit Mitiku, Grad Student Life Operations Coordinator**

[mitikut@bu.edu](mailto:mitikut@bu.edu)