Student Organization
Event Planning Checklist

☐ 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/

- 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.
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☐ Amazon Order Form

https://docs.google.com/forms/d/e/1FAIpQLSerQVTHVN6cE6TVXJFDGyeYxpcKlHdl8Iik9ABX-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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