

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.

[Navigation: 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.

<p>Full Name of Organization: <input type="text" value="Student Senate"/></p> <p>Student Contact Name: <input type="text"/></p> <p>Event Title: <input type="text"/></p>	<p>Organization Abbreviation: <input type="text"/></p> <p>Student Contact Email Address: <input type="text"/></p> <p>Student Phone or Beeper: <input type="text"/></p>
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☐ Reach out to other organizations for potential collaborations

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

☐ Explore Resources for Student Organization Leaders

Resources For Student Organization Leaders

- [SPH Event Calendar](#)
- [Event Planning Guide](#)
- [Space Request Form](#)
- [Screen Announcement Request](#)
- [Student Event/Announcement Request](#)
- [Amazon Order Form](#)
 - University Policy:** Any purchase 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.
 - When do I submit this form?** After your budgets have been approved, your group must submit this form at least 2 weeks before an event to account for delivery.
- [Reimbursement Approval Form:](#) To apply for reimbursement, your purchase **must** be approved by the Graduate Student Life office prior to purchasing. ***This form must be submitted at least 2 weeks prior to event.*** All requirements of reimbursement process are stated on this form.
- [View the BU Medical Campus Alcohol Guidelines and Application to Serve or Consume Alcohol](#)
- [Gift Card Form:](#) All orders must be submitted **at least 2 weeks in advance** due to the new university ordering process
Eligibility: You must already have funding approved for your purchase. Additionally, Student Organizations can only order gift cards from the National Gift Card Center please refer to the [website](#) for an eligible vendor. *Gift cards are for students only.*

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 by Wednesday at 12pm prior. 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 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/1FAIpQLSerQVTHVN6cE6TVXJFDGyeYxpcKlHdl8Ilk9ABX-Y663zX2MQ/viewform>

- Amazon orders must be requested 2 weeks 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 Ashley 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 (Ashley) 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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