

# Student Club/Organization Event Planning Guide

## Have an Organizational Meeting

### Members in Attendance

- Refer to Constitution

### Create Minutes to Support

- Date of Meeting
- List of Members in Attendance
- Event
  - Motion to support event, who made motion, who seconded. Passed or Failed
- Function
  - Type of function, motion to support function, who made motion, who seconded. Passed or Failed
- Travel
  - Motion to support travel, who made motion, who seconded, Passed or Failed. Passed or Failed.
- Submit minutes to Office of Student Life to be posted on Website

### Meet with Student Life Coordinator

- 15/30 Business days before event
- Proper Forms

### College Policies and Compliance

- On/Off Campus
- Liability
- Food
- Travel (In and Out of State)
  - Prior Approval with Appropriate Documentation
  - Reconciliation of Expenses after Travel
  - Adjustments to travel will be reviewed by the Student Life Coordinator

### Marketing

- Posters/Flyers
  - Must be approved by the Office of Student Life
- Fund Management

### Day of Event

- Appropriate Staffing
- Handling of Funds
- Set-up/Clean-up

After Event

- Discussion at Next Organizational Meeting