

# EVENT PLANNING FLOWCHART

## FACILITY RESERVATION

\*Event Reservation must be submitted 6 weeks in advance.  
\*Meeting/Tabling Reservation must be submitted 1 week in advance.

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## FUNDING REQUEST

If requesting that costs be covered by the office, must be submitted 4 weeks prior to the event with supporting documents for the associated cost.

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## ADD EVENT TO INVOLVED@SU

Follow the training video and add your event to your organizations Involved@SU page.

3

## MEET W/ CSIL

Meet with CSIL P.O.C. 4 weeks prior to event. Confirm all event details, your reservation can then be pushed to the next step of the approval process.

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## COMPLETE NECESSARY FORMS

Room Diagram  
Gaming License  
Food Waiver  
Bake Sale Permit  
Alcohol Permit  
Etc.

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## MARKET/PROMOTE

Confirm your Involved@SU event has been approved, post to social media platforms, and print posters if needed.

6

## PURCHASE REQUEST

If using club/org funds, must be submitted 1 week prior to the event and schedule shopping with CSIL Staff.

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## TRACK ATTENDANCE

During the event make sure to take attendance on the Involved@SU event by swiping or entering GullCards.

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