

Event Planning Timeline

PRE-EVENT

01

SUBMIT EVENT NOTIFICATION FORM IN DEHUB AND WAIT FOR APPROVAL MINIMUM 2 WEEKS BEFOREHAND | SPEAKERS/ ALCOHOL APPROVAL IS 1 MONTH BEFOREHAND

02

RESERVE CAMPUS MEETING SPACE USING [HTTPS://25LIVE.COLLEGENET.COM/DEPAUL](https://25live.collegenet.com/depaul) | For spaces like the DPC Conference or Concourse and the 11th Floor Terrace, CONTACT (npinkey@depaul.edu)

03

IF APPLICABLE, OUTSIDE FOOD ORDER PAYMENT REQUESTS SHOULD BE MADE WITH ALICIA (ACARLETT@DEPAUL.EDU) 2 WEEKS ADVANCE

04

AFTER FINAL APPROVAL, PURCHASE ITEMS, FOOD, DRINKS

05

MARKET EVENT TO THE STUDENT BODY (FLYERS, SOCIAL MEDIA, AND COLLEGE OF LAW CALENDAR)

06

IF APPLICABLE, SUBMIT ANY REIMBURSEMENT REQUESTS, GIFT PRE-AUTHORIZATION/REPORTING FORMS TO ACARLETT@DEPAUL.EDU

CONSIDERATIONS

1. How does this event support your mission/purpose/constitution?
2. How does this event tie to your goals for this school year?
3. How inclusive is this event? For example:
 - How diverse are your speakers? (race/ gender/ etc.)
 - How considerate is your food order? (dietary restrictions/ religious observances)
 - What time of day is the event? (does it include part-time or evening students)
4. Who can you collaborate with on this event to reduce costs and expand the audience?
5. Is there other funding sources in addition to requesting to use the student activity fee funds from SBA?
6. How is this event going to be marketed? Calendar, social media, etc...?