PRE EVENT
1. Plan event details and Update Org Calendar (complete as much as possible)

2. Fill out funding apps
   - USG (4 weeks before event)
     Academic Fund
     Philanthropy Fund
     Discretionary Fund
     Professional Fund
   - VFB (2 weeks before the Thursday before the event)
     Only reliable funds for food
   - SOS (Middle of Month prior to event’s month)
     Last resort
   - PALM (2 weeks before event)
     Last minute, smaller expenses. Can cover food if it is “necessary"
     Link other funding sources if your student org will use them

3. Waivers and deposits (off-campus events)
   Consult which waiver guide for requirements and a link to the waivers
   Identify/communicate collection method and deadline

AT EVENT
1. Sign In Sheet (Print out prior to event and bring to event)

POST EVENT (1 week after the event)
1. Funding App Post Event Forms
2. Internal Org Post Event Form 2013-2014
3. Turn in Sign In Sheet to appropriate board member
4. Write thank you’s if necessary
6. Update Org Calendar