



Speaker/Symposium/Event Proposal Checklist

Proposal Timeline

Step 1: Two weeks before your proposal date

Step 2: Due **Monday at 10:00 am** prior to Friday's proposal

Step 3: Occurs on Friday during the ICC Meeting

Step 4: Due at least 2 weeks before check is needed

Step 5: Due no later than 3 days after event

Step 6: Due no later than 14 days after event

Step 7: Completed after paperwork is submitted

At least 2 Weeks Before Event

Step 1: Add yourself to the HSS ICC agenda

Two weeks before your proposal date and the Friday before you submit your completed proposal packet, add yourself to the HSS ICC meeting agenda. This does not require you to be present at the meeting, but it does require you to communicate at least 24 hours in advance to either the organization that is sponsoring you or the [Director of Administration](#) to add you to the agenda for the following week

Monday Before Proposing:

- Turn in Allocation Request Form by Monday 10:00 AM. Council representatives must submit this by the 10 AM Monday deadline no later than one week before the date of the event.

Step 2: Proposal Packet

- <https://asicsuf.wufoo.com/forms/asi-executive-senate-allocation-request-2324>
 - Submit all documents onto this form
- Executive Senate Form
- Written Proposal (one paragraph in the description box in the new allocation request form)
 - Name of organization
 - Name, email, and phone number of President and Representative
 - Name of event and/or speaker(s)
 - Proposal amount(s) being requested
 - Background on event and/or speaker(s)
 - Location, date & time
 - Must state event will be free & open to all
- One Support Letter from Department Chair & Club Advisor (wet or electronic signatures)
- Speaker's Curriculum Vitae (if applicable)
- Invoice (if applicable)
- Food Quotes (3 are needed)
- Event Flyer
 - Including:
 - Name of organization
 - Organization contact information
 - Name of event and/or speaker(s)
 - Room or venue location, date & time
 - [ASI](#) & [H&SS ICC](#) logos
 - Email SLL finished flyer for stamp (if applicable)

Step 3: Proposal Presentation on Friday

- Present to the HSS Inter-Club Council meeting about funds being requested. During this time, review your proposal packet and answer questions about the request. Council will vote whether or not to approve request

After Proposal is Approved:

Step 4: Financial Paperwork

- [W-9 Form](#) (speakers only). This form is submitted to the [Vice Chair/Treasurer](#) via email after your proposal has been approved but before your event takes place

After Event:

Step 5: Event Evaluation

- Complete [Online Evaluation Form](#)
 - Aka Program Assessment Form

Step 6: Post-Event Paperwork

- All of the following need to be submitted on this wufoo form: <https://asicsuf.wufoo.com/forms/asi-executive-senate-reimbursement-request-2324> no later than fourteen (14) days after the Symposium/Event
 - Purchaser Contact Information
 - Full Name
 - Full Address
 - Phone Number
 - All Original Receipts/Proof of Purchase
 - Receipts need to be itemized
 - W-9 Form (if applicable)
 - Student Email
 - CWID

Step 7: Check Request (completed by Vice Chair/Treasurer)

- Check Request Form will be completed by Vice Chair/Treasurer for student/s who received funds
- If you would like your check to be ready the day of your event, check request forms must be submitted 3-4 weeks before your event. Checks will be mailed to you or can be requested for pickup