

CSIL EVENT PLANNING TIMELINE

6 WEEKS

4 WEEKS

3 WEEKS

2 WEEKS

DAY OF EVENT



RESERVE SPACE & REQUEST DOCUMENTS

- Using the [Facilities Reservation System](#), reserve your event date and preferred location
- If hiring any outside entertainment (DJ, Guest Speaker, etc.), request a W-9, invoice and proof of insurance. You will need this when submitting your Purchase/Funding Request



EVENT PLANNING & FUNDING

- Submit your Funding Request via Involved@SU (if needed) with all proper documents and have your advisor approve
- Schedule & meet with your CSIL point of contact to discuss all event details such as Event Technical Services (ETS), Catering & Support Services requests
- Submit [W-9](#), [Invoice](#), and [Insurance](#) (if applicable)



MARKETING & FINAL TOUCHES

- Make sure your event has been added to Involved@SU and approved by CSIL
- Advertise your event via social media and other platforms
- Complete any outstanding forms or permits, such as Food Waivers and cue sheets



PURCHASE REQUESTS

- If using your organization's funds to purchase items, submit your Purchase Request via Involved@SU with all proper documents and have your advisor approve



TRACK ATTENDANCE & HAVE FUN!

- Make sure to check in students attending your event via Involved@SU to have an accurate count of people who were present at your event!

