Student Organization
Event Planning Check-List

□ Select a date

- You Must review the SPH calendar first: https://www.bu.edu/sph/calendar/
  - Check in with your faculty/staff advisor to avoid event conflicts.
  - Avoid scheduling events during Dean’s Level events such as (Public health Conversations) or coffee chats.

□ Reserve a room

- *If you do not see your student org listed, select anyone from the drop box and put your full org name in the “Organization Abbreviation” box.

□ To reserve spaces in Talbot/Student Lounge

- https://wwwapp.bumc.bu.edu/StudentRoomScheduling/Authentication/Login?ReturnUrl=%2fStudentRoomScheduling%2fPersonReservation
- Reach out to other organizations for potential collaborations
  
  - https://www.bu.edu/sph/students/student-services/student-organizations/

- Explore Resources for Student Organization Leaders

  - SPH Event Calendar
  - Reserve a room/table/easel.
  - Screen Announcement Request
  - Student Event/Announcement Request
  - Social Media Content Gathering Form - If you wish to submit information on more than one event/piece of content, or for more than one post date, please fill out the form again and resubmit.
  - Submit a Food Order Request Form at least 48 hour prior to your event.
  - View the BU Medical Campus Alcohol Guidelines and Application to Serve or Consume Alcohol
  - New Student Organization Request Form
  - Fall Important Dates

- Make a Student Event/Announcement Request

  - https://www.bu.edu/sph/students/student-services/student-resources/campus-resources/sph-student-weekly-announcement-request-form/

  - Use this form to request event and/or announcements postings on the SPH website and in the SPH Student Weekly. Be sure to upload any promotional materials, we can help you promote your announcement or event!

- Food Orders

  - Food Orders must be made at least 72 hours in advance of the scheduled event, for larger catering orders more notice the better. *With covid restrictions, many events will have to have individually pre-packaged food and cannot be eaten indoors unless it is a designated eating area.*


  - Off-campus needs more planning and advance notice to ensure costs are approved by GSL.
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• Amazon Orders – Email Links to Mahogany Price, Mbprice@bu.edu
  
  o Amazon orders must be requested 5-7 business days in advance, to account for delivery times.
  
  o We have a business account and can get things ordered on your behalf.
  
  o **Do not purchase** amazon items by paying out of pocket, you will not be reimbursed.

  **University Policy:** *Any purchases from Amazon must be done through the University’s Amazon Business account; there will be no personal reimbursements for Amazon purchases made on personal credit cards.*

**Budgets**

- Treasurers must track budgets with Mahogany or risk losing budget privileges
  - BU is a tax exempt institution, will not reimburse any tax to students, clubs, etc.
  - Tax Exempt form is available upon request
- GSL (Mahogany) Needs to know before you spend ANY budgeted dollars
  - We should be ordering food, supplies, swag on your behalf, not the other way around
  - Reimbursements can take up to 2-4 weeks in the BU System so be smart with your spending
- Should bring the most good to all members- have a semester plan.
- Don’t spend all of it on food in a month
- Use it, it does not roll over.

**Social Media Best Practices**

☐ Cheat sheet for every social media network - https://blog.hootsuite.com/social-media-image-sizes-guide/

**GSL Contacts**

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