



Planning for an event

- 1) Plan ahead as much as possible
- 2) Submit Event registration form at least 2 weeks before event, if requesting money from SGA, put it in 4 weeks in advance. Event must be approved by Tessa before money can be given to event.
- 3) If you want the flyer to go in Swedevolvments, email it to Tessa by 4pm on Thursday for the following weeks' email
- 4) Submit Bills to SGA by noon on Wednesdays to be reviewed/Voted on at meetings on Thursday
- 5) After the event, complete the event evaluation form (found on eSwede).