**Events Planning for MASOs**

**Funding (3 – 6 Months prior)**

[ ]  Where will your money come from for your event?

* Off-campus bank account
* UT Account
* Corporate Funding
* BBA Alumni Endowed Excellence Fund
* Texas BBA – Student Life
* Student Activities Entities

[ ]  Budget – include all estimated expenses such as food, tokens, printing, supplies etc.; make high estimates to allow for unexpected or larger-than-expected expenses; clearly mark all accounts to be used for each type of expense.

[ ] Email budget to Lauren Brooks and Karl Spencer if it contains more than one account number and/or you are splitting with another student organization.

**Room Reservations (2 – 6 Months prior)**

**Set date of event As Soon As Possible!**

[ ]  Business School Rooms: fill out Room Reservation form on-line through the [Intranet](https://intranet.mccombs.utexas.edu/workrequests/Pages/WorkRequests.aspx). FYI, Legacy Rooms require a faculty or staff member to be present at event. McCombs has a limited amount of event spaces and Cohort Classrooms available to reserve.

[ ]  General Purpose Classroom Reservations (SA): Student Activities (SA) works with the Registrar’s office as they control these general classrooms. SA has an [online request system](http://deanofstudents.utexas.edu/sald/events/roomres.php) that MASO orgs must use for all general purpose rooms across campus, including most classrooms in McCombs.

[ ]  Frito-Lay Leadership Center: only MASOs who have attended MASO training and have official org business can reserve the two Frito Lay Conference rooms. Email Lauren Brooks or Karl Spencer to request a reservation.

**Food (1 – 2 Months prior)**

[ ]  All food on campus, regardless of how funded, requires a [Food Distribution Form](http://www.utexas.edu/safety/ehs/forms/). Fill out the on-line food approval form at least 10 days in advance. Bake sale or potluck items are exempt

[ ]  If having food on campus and paying for it with UT Account, fill out the OOEF through the [Intranet](https://intranet.mccombs.utexas.edu/workrequests/Pages/WorkRequests.aspx). (Two designated student reps from each org have Intranet access).   If you are paying with your off-Campus account no OOEF is required.

[ ]  Approved Vendor List has a list of approved vendors, account numbers/names and/or special instructions. It also contains instructions on how to set up a new vendor. If a vendor requires a contract please see contract section.

**Contracts (1-2 Months prior)**

[ ]  If a vendor requires a contract then you need to negotiate the terms of the contract. UT does not pay deposits so please ensure this is not in the contract.

[ ]  Once you have a contract with the terms in it then submit to Karl Spencer. If there is food involved in the contract then an OOEF must be approved prior to submitting the contract.

[ ] Once submitted most contracts take 2-3 weeks for approval, so make sure that is communicated to the vendor. Most vendors need the contract back by a certain date to reserve the space.

**T-shirts/Mugs/Name tags/Promotional Items (1-2 Months prior)**

[ ]  Obtain quote from Vendor of your choice – request as much detail/breakdown of charges as possible. Make sure to have deadline date on quote.

[ ]  Send quote and art work to Karl Spencer for review for T&L. If T&L needs to be done Stephanie Hunt will submit to T&L department. T&L approval must happen prior to getting a PO and product being made. If the artwork does not need to go through T&L, then Stephanie Hunt will submit for a PO. Once the Po is received it is sent to vendor and they can start processing your order.

[ ]  Once order is complete and picked up, email Karl Spencer who picked up order and when.

**Supplies (2 – 3 Weeks prior)**

[ ]  Pro-Card: Obtain supplies such as decorations, non-perishable items (i.e. paper plates), and general office supplies by checking out the Procard to go to HEB or Walmart. Send an email to Karl Spencer with when you would like to go, where you are going, and what you intend to buy.

[ ]  Office Max: ([www.officemaxsolutions.com](http://www.officemaxsolutions.com) – username: Hookem; password: Bevo1) Visit Office Max and email your Item number, quantities and what event this is for to Karl Spencer.

**Promoting the Event (2 – 3 Weeks prior)**

[ ]  Fliers: UT Copy Center (account number) Student Life (CBA 2.302) approval needed; 25 approved flyers in CBA/GSB/UTC – tacks and tape as appropriate – NO STAPLES. Turn in yellow copy receipt when you bring by fliers to be stamped.

[ ]  Posters: Media Services (UT Account number), Print/Reserve easels and other equipment through Media Services. Any receipts must be turned into Student Life within 1 working day

[ ]  Message Monitors: Please review [message monitor website](http://www.mccombs.utexas.edu/media/msbmonitors.asp) and have another person review your slide prior to emailing it to Dean Susie Brown at Susie.Brown@mccombs.utexas.edu

[ ]  BBA Blog: Submit blurbs, pictures and announcements to bbanews@mccombs.utexas.edu; can have email addresses, small pictures, and web links.

[ ]  McCombs Blog: [Communications Office](http://www.mccombs.utexas.edu/communications/) decides

[ ]  Calendar (TBD): BBA Home Page, Google, Org websites, OSL wall

**Parking Garage Passes (2 Weeks prior)**

[ ] To obtain parking passes for Guest Speakers fill out the [Departmental One-Use Garage Card Request Form](http://www.utexas.edu/parking/parking/dept/cards.pdf). Turn the form into Student Life Office (CBA 2.302). Once approval has been received we will email and call the contract person listed on the form.

[ ]  Once you pick up the approved form from Student Life you will take it over to the Garage and get your cards. You need bring a copy of the form back to the Student Life office showing the cards were picked up.