

# CSIL EVENT PLANNING TIMELINE

6 WEEKS



## 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.

4 WEEKS



## EVENT PLANNING & FUNDING

- Submit your Funding Request via [Involved@SU](mailto:Involved@SU) if needed
- Schedule and meet with your CSIL point of contact to discuss all details of your event
- Submit [W-9](#), [Invoice](#), and [Insurance](#) (if applicable)

2 WEEKS



## MARKETING & FINAL TOUCHES

- Make sure your event has been added to [Involved@SU](mailto:Involved@SU) and approved by CSIL
- Advertise your event via social media and other platforms
- Confirm all event services, such as Event Technical Services (ETS), [Catering](#), Support Services
- For performances, submit cue sheets, a program schedule, and clean music to [ETS](#)

1 WEEK



## PURCHASE REQUESTS

- If using your organization's funds to purchase items, submit your Purchase Request via [Involved@SU](mailto:Involved@SU) and schedule a time to shop with CSIL

DAY OF EVENT



## TRACK ATTENDANCE & HAVE FUN!

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

