ISA-Funded (Non-Signature Night) Event Information and Promotion Checklist

Purpose: The purpose of this checklist is to ensure that the student activity fees that make up ISA budget are properly utilized to provide enriching activities for all students.

Event Organizer/Coordinator: Please complete the preparation/publicity tasks below and submit the form to the International Center when requesting use of the ISSS credit card. Access to the ISSS credit card will not be granted until this form and the tasks in advance of the day of the event have been fully completed and submitted to the IC. Organizations will not be reimbursed by ISA for funds spent nor will they be permitted to use the ISSS credit card for ISA events if this form is not completed and submitted to the IC at least 3 days prior to the scheduled event.

Please provide answers to the following questions:

1. Name of Event: ____________________________________________ Date of Event: ______________________

2. Event Description: ______________________________________________________________

3. Name of organization/group/individual: ____________________________________________

4. Name of primary contact: __________________ Phone: __________________
   E-Mail: __________________

5. What food do you plan to serve? __________________________________________________

6. Have you reserved the Multicultural Kitchen? □ Yes □ No
   If you plan to prepare the food you want to serve, you MUST reserve the Multicultural Kitchen. If you are serving store-bought, packaged food without further preparation, then it is fine to serve it without reservation of the kitchen. It is not permissible to serve food that is prepared outside of a Sodexho-approved kitchen, such as in a private home. Attempts to serve food in a way that is not consistent with MSU and CSU regulations will result in immediate cancelation of your event. Please do not put yourself or your guests in this position! Repeated failure to observe food-related regulations can result in not being allowed to serve food at events at all for not only the individual RSO, but also the larger ISA group.

7. Where in the CSU will the event take place? _____________________________________________

8. What is your anticipated budget?
   □ Food: __________________________________________________
   □ Decorations: _____________________________________________
   □ Publicity: _____________________________________________
   □ Other (please specify): _________________________________
   □ Total Budget: ___________________________________________
**Publicity Checklist:**

1. **10 Days before the scheduled event:**
   - Create a Facebook Event page & post the event on the ISA & ISSS Facebook pages (can send e-mail request to doni.casula@mnsu.edu for ISSS Facebook page)
   - Invite the GA’s for verification
   - Post event on ISA web site
   - Submit event to MSU Event Calendar at [http://www.mnsu.edu/calendar/events/?com=submit](http://www.mnsu.edu/calendar/events/?com=submit)

2. **1 Week before the scheduled event:**
   - Distribute/post flyers and/or posters in the following locations:
     - i. CSU
     - ii. Dorm building main entrances
     - iii. Carkoski Commons
     - iv. Library
   - Submit slide for CSU screens
     - i. Email leonard.koupal@mnsu.edu with subject line Axis TV slide Request and attach: 1 power point slide with 16:9 page setup

3. **At least 1 hour before the scheduled event on the day of the event:**
   - Go to CSU 220 (CSU Student Union Office) and request that an announcement be made with the name of the event, time, and location

I certify that all of the required steps have been completed.

____________________________________________  ______________________________________   _____________
Signature of Responsible Person              Printed Name                                                                 Date

____________________________________________  ______________________________________   _____________
Signature of GA or IC Staff                  Printed Name                                                                 Date

After completing all requirements that are prior to the event date, submit the completed form at least 3 days prior to the event via e-mail to isss@mnsu.edu with subject line Event Funds Authorization or in person to Doni Casula at the Kearney International Center with a copy to ISA.