Plan an event on campus

1. Hold a meeting to discuss your event.
- Location
- Date
- Time
- Budget / cost
  - Check you have enough
  - Will it be a ticketed event?
- If necessary, pass a motion to approve expenditures.

2. Fill out a Clubs Event Form.
- Provide as much detail as you can, you can always make changes later
- MONSU will review and let you know if there are details that need changing
- These details assist in creating the website event so make sure to include the details you want your members to know!

YOU NEED TO GIVE A MINIMUM 2 WEEKS NOTICE FOR AN EVENT, IDEALLY 3 FOR A TICKETED EVENT.

3. Book Venue
- Venue preference can be submitted in the event form
- Otherwise discuss with MONSU preferred venue
- MONSU will book the venue on your behalf

4. If there are costs associated with the event either:
- **Pay expense via invoice**
- **Pay expense and request a reimbursement**

5. Fill out an Event Risk Management Plan (more commonly known as a SARAH)
- **How to enter a S.A.R.A.H**

THE SARAH NEEDS TO BE SUBMITTED A MINIMUM 1 WEEK PRIOR TO THE EVENT.

6. Advertise!
- Create posters
  - Send website, screen and printing posters to **MONSU**
- Post on your socials
  - Link to website so they can buy tickets / register
  - Make sure to include if there is a ticket sale end date
  - Consider a post schedule and post regularly

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