

Event Planning Resources at SMU

<u>What</u>	<u>Due</u>	<u>Keep in Mind</u>
Coke Request *	15 days prior	Must be open to SMU community
Contracts *	60 days prior	Includes Risk Management – takes time
HT Room Reservations [^]	24 hours prior	48 hours if requesting A/V
Suite 300 Conference Room*	anytime	First come; first serve
Students' Association Vans	7 days prior	Max of 10 days
Senate Funding Request *	5 pm Mondays	Anyone can apply
Travel Registration *	7 days prior	
Use of Campus Grounds *	10 days prior	Lots of signatures – this takes time
West Bridge Table [^]	anytime	First come; first serve (max = 6)

Publicity Resources

<u>What</u>	<u>Due</u>	<u>Keep in Mind</u>
Create an event on Orgs@SMU	Anytime	Always do this! Easy and fast.
Daily Campus Coverage	varies	Usually immediately surrounding event
Flyers on HT Bulletin Boards [^]	anytime	Get them stamped at the Mane Desk
Friday Update	Wednesdays by 5 pm	Submit via Orgs@SMU event only!
HT Campus Central [^]	By Friday prior at 2 pm	Submit via Orgs@SMU event only!
HT Commons Banner [^]	5 days prior	First come; first serve; max = 7
HT Crossing [^]	anytime	First come; first serve
HT Display Cases [^]	upon request/availability	
Organization Announcements	depends on organization	
Public Affairs Coverage	anytime	These folks are publicity experts
Residential Postings	anytime	Email rlshpostings@smu.edu
Senate Speaker's Podium	3:30 PM Tuesdays	short time limit
Stake Signs *	3 days prior	
University Calendar	anytime	Submit via Orgs@SMU event only!
West Bridge Railing Banners [^]	anytime	First come; first serve

*Student Activities can assist with these services (214-768-4400)

[^]Hughes-Trigg Student Center office can assist with these services (214-768-4500)

Days/Hours refer to working or business time = Monday – Friday; 8:30 – 5 PM