## **Event Planning Resources at SMU**

What Due Keep in Mind Coke Request^ 10 days prior Must be open to SMU community Contracts\* 30 days prior Includes Legal Affairs – takes time PonyExpress Cash\* 2 days prior How do you confirm they have the \$ HT Room Reservations<sup>^</sup> 24 hours prior 48 hours if requesting A/V **Procurement Services** variable contact Cathy Heckman SAMSA Conference Room\* anytime First come; first serve Students' Association Vans\* 7 days prior Max of 10 days Senate Funding Request\* 5 pm Fridays Three week process Travel Waivers\* MUST HAVE for travel 7 days prior **TULIP** insurance month prior is ideal Work with risk management **Use of Campus Grounds** 3 days prior Lots of signatures - this takes time West Bridge Table^ First come; first serve anytime

## **Publicity Resources**

What Keep in Mind Due **Banners at Sport Events** refer to event schedule **Daily Campus Calendar** anytime There is an on-line version too **Daily Campus Coverage** Usually immediately surrounding event varies **Dining Services** Reserve 4-6 weeks prior All resident students have a meal plan Flyers on HT Bulletin Boards^ First come; first serve anytime Wednesdays by 5 pm Must be 25 words or less Friday Update HT Campus Central<sup>^</sup> By Friday prior at 2 pm Must be open to SMU community HT Commons Banner<sup>^</sup> 5 days prior First come; first serve; max = 7 First come; first serve HT Crossing<sup>^</sup> anytime HT Display Cases<sup>^</sup> upon request/availability **Organization Announcements** depends on organization List serves & newsletters **Public Affairs Coverage** These folks are publicity experts anytime **Residential Postings** anytime must be stamped approved Senate DC Ad space 5 PM Tuesday prior Ad runs each Tuesday Senate Speaker's Podium 3:30 PM Tuesdays short time limit Stake Signs\* Max = 203 days prior University Calendar\* anytime There are several versions 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