

# SAIL EVENT PLANNING CHECKLIST



## Reserve your room

Reserve your room on EMS and save your confirmation. Room confirmations are needed before you submit your event,



## Submit your event through the ticket system

Please use this [link](#) to submit your events. Events must be submitted 1 week in advance. 4 weeks if you require contracts or liability forms or 4 weeks from first vendor payment.



## Once you have event approval...

Get advertisement material for your events approved by SAIL and advertise for all events a min of at least 3 days in advance on two campus wide platforms. Daily Blast, Campus Wide Calendar, and flyers all suffice. Accommodation statement must be included.



## Host your event

You are encouraged to have Mental Health Resources posed at your event. These can be found [here](#).



## Celebrate your achievements!

Brag about it on our [social media](#), [newsletter](#) or apply to be the [org of the month](#)!