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| **Pre-Approval** | **Questions** | **Policies/Best Practices** |
| **General Discussion** | Are you including your advisor in the discussion?  Please ask questions prior to submitting Proposal | Project Proposal on SE website, Club Handbook |
| **Safety & Risks** | Is a liability form required? Under-age students?  Who will attend as advisor? Are there other Safety Concerns to be addressed in advance? | Liability Forms  Safety Committee Review  Public Safety for large events |
| **Budget** | Have you confirmed your budget?  Did you get money from ASG? Was it reviewed yet? Look up Ratification on ASG site? | Budget number listing  Current budget balance  Ratification Notices on ASG Site |
| **Space & Set-Up** | Is the room you want available in 25Live? Have you provided all details about space requested? Will you need Audio/Video, Laptop, Mics, Podium? | 25Live  Details about set-up, tables, chairs, A/V |
| **Food/Catering Requests** | Can this Project be approved at least ten days prior to event? Can Cafeteria do the order?  Is cost per person within per diem (B:18/L:22/D:36) | Campus Policy  OVM State Per Diem  Catering Request Process |
| **Purchasing** | Do you have adequate time for ordering?  Do we already have these things in storage?  Who will purchase? Where will they be kept? | Sustainability Focus  P-Card process with SE  Small & Attractive Items policy |
| **Contracts** | Are you requesting speakers or performers?  Is your event at least 6 weeks out? Is vendor neutrally vetted ? | Contract Signature Approval  Submit Contract / Payment |
| **Travel** | What are educational outcomes ? Who will be travel advisor? Reviewed by Travel Committee? | BC Travel Committee  Risk Commitee / Travel Policies |
| **Impact** | Are all students encouraged to take roles? Can volunteers participate as low level involvement?  What are objectives/take aways from event? | Inclusion policy  Multiple levels of involvement |
| **Post-Approval** | **Questions** | **Policies/Best Practices** |
| **Catering & Purchase Requests** | Who will submit associated forms for room/space requests, catering request and/or any purchasing request? Work with advisor and SE to book busses, flights, rooms, etc. | OVM State Per Diem  Catering Request Process  BC Travel Committee  Small & Attractive Items policy |
| **Forms Generated** | Assist with generating forms, sign-ups, liability forms, photo release, etc. | Safety Committee  FERPA, Photo Release policy |
| **Marketing and Planning Details** | Recommend Bulldog FYI, Student Life News, Posters, marketing plan with time for students to sign-up. | Accessibility Policy  Posting Policies |
| **Follow-up** | **Questions** | **Policies and Steps** |
| **Resource Management** | Remember to return supplies and equipment to storage spaces, reconcile budget after event. | Student Org/Handbook |
| **Review of Project** | Meet with team to discuss the activity, discuss learning and submit Project Review. | Student Org/ Handbook  Project Review on SE website |
| **Acknowledgement** | Do they want to celebrate successes? Are there supporters to thank for their help with project? | 5 Practices of Exemplary Leaders |