**Event #1 (Fall 2017)**

<table>
<thead>
<tr>
<th>Plan Event</th>
<th>Add to Med Student Calendar</th>
<th>Advertise</th>
<th>At least 5 business days before event</th>
<th>After Event</th>
</tr>
</thead>
</table>
| - Confirm Guest Speaker(s) and logistics  
- Confirm a date and time | - Indicate "SAO funding pending" in title  
- In order to receive funding, no more than 2 events can be held at the same time | - Listserv  
- Facebook  
- Announce at Lecture | - Use Quick Links forms to send Mary Ann:  
1.) RSVP list  
2.) Catering Food request form  
3.) Parking for guest speakers if needed | - Fill out post event evaluation form located under Quick Links on Student Org Website. |

**Event #2 (Fall 2017/Spring 2018)**

*Apply for MSC funding 6 weeks in advance*

<table>
<thead>
<tr>
<th>Plan Event</th>
<th>Add to Med Student Calendar</th>
<th>Advertise</th>
<th>At least 5 business days before event</th>
<th>After Event</th>
</tr>
</thead>
</table>
| - Confirm Guest Speaker(s) and logistics  
- Confirm a date and time | - Indicate "MSC funding pending" in title  
- In order to receive funding, no more than 2 events can be held at the same time | - Listserv  
- Facebook  
- Announce at Lecture | - Use Quick Links forms to send Mary Ann:  
1.) RSVP list  
2.) Catering Food request form  
3.) Parking for guest speakers if needed | - Fill out post event evaluation form located under Quick Links on Student Org Website. |

**Event #3 Collaborative (Fall 2017/Spring 2018)**

*Apply for MSC funding 6 weeks in advance*

<table>
<thead>
<tr>
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<th>Add to Med Student Calendar</th>
<th>Advertise</th>
<th>At least 5 business days before event</th>
<th>After Event</th>
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</thead>
</table>
| - Confirm Guest Speaker(s) and logistics  
- Confirm a date and time | - Indicate "MSC funding pending" in title  
- In order to receive funding, no more than 2 events can be held at the same time | - Listserv  
- Facebook  
- Announce at Lecture | - Use Quick Links forms to send Mary Ann:  
1.) RSVP list  
2.) Catering Food request form  
3.) Parking for guest speakers if needed | - Fill out post event evaluation form located under Quick Links on Student Org Website. |