

Event #1 (Fall 2017)

Plan Event

- Confirm Guest Speaker(s) and logistics
- Confirm a date and time

Add to Med Student Calendar

- Indicate "SAO funding pending" in title
- In order to receive funding, no more than 2 events can be held at the same time

Advertise

- Listserve
- Facebook
- Announce at Lecture

At least 3 business days before event

- Use Quick Links forms to send Mary Ann:
- 1.) RSVP list
 - 2.) Catering Food request form
 - 3.) Parking for guest speakers if needed

After Event

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

Plan Event

- Confirm Guest Speaker(s) and logistics
- Confirm a date and time

Add to Med Student Calendar

- Indicate "MSC funding pending" in title
- In order to receive funding, no more than 2 events can be held at the same time

Advertise

- Listserve
- Facebook
- Announce at Lecture

At least 3 business days before event

- Use Quick Links forms to send Mary Ann:
- 1.) RSVP list
 - 2.) Catering Food request form
 - 3.) Parking for guest speakers if needed

After Event

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

Plan Event

- Confirm Guest Speaker(s) and logistics
- Confirm a date and time

Add to Med Student Calendar

- Indicate "MSC funding pending" in title
- In order to receive funding, no more than 2 events can be held at the same time

Advertise

- Listserve
- Facebook
- Announce at Lecture

At least 3 business days before event

- Use Quick Links forms to send Mary Ann:
- 1.) RSVP list
 - 2.) Catering Food request form
 - 3.) Parking for guest speakers if needed

After Event

Fill out post-event evaluation form, located under Quick Links on Student Org website.