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.