

Student Activities Funding Board

Planning worksheet

This worksheet is meant to guide your organization through the Student Activities Funding Board (SAFB) event funding submission process.

Dates and deadlines

Task	Date/deadline	Done
Event date and time		
Budget submission deadline		
SAFB advisor meeting <i>Required if budget exceeds \$2,000 or has two or more vendors</i>		
If funding approved, vendor information submission deadline		

Budget submission

All fields are required.

Name of event: _____

Event date: _____ Start time: _____ End time: _____

Location, including room number: _____

EMS reservation number: _____ "000000" for other campus space.

You must have an EMS reservation to submit. This six-digit number is found in your EMS submission. If your reservation is not in an EMS-managed space, enter

Get Involved event created: Yes / No

Your event must be submitted in Get Involved prior to submitting your budget request.

Event promotion strategy

Please describe how you will promote your event to WSU students, including those who are not members of your organization.

Describe your event

This is not the purpose of your organization, but the specific purpose and reason for your event.

What is the purpose of your event?

This is not your organization's Mission Statement.



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What outcome do you hope to accomplish with this event?

How will this event benefit WSU students?

The following agreements will need to be checked as part of the submission. Please review all carefully to acknowledge that you understand the SAFB policies and process.

- I understand that event space must be reserved (for example, in EMS: ems.wayne.edu) prior to submitting this request.
- I understand that this event must be added to the Get Involved calendar. For instructions on how to create an event, visit the Get Involved training webpage.
- I understand that if funding is approved, I must contact Deirdre Turner, Coordinator of Student Organization Programs and Events within two business days to discuss deadlines for contracts, quotes, or other documentation my event may require. Deirdre can be reached in the Dean of Students Office at 313-577-7865 or safb@wayne.edu.
- I understand that attendance must be taken at this event via the Campus Labs® Check-In app.



How to track
and assess event
attendance



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Budget

When completing your budget, each item should be broken out into separate line items, even if all items are on one estimate. See example below. Use the table that starts on page 5 to build out your line items prior to submitting your budget. You may use as many line items as necessary to complete your budget.

Line item	Vendor, details, selection and links	Cost	Estimate received
Graphics/ advertising	Student Life Marketing and Graphics Package A	\$60	Yes
Graphics/ advertising	Student Life Marketing and Graphics 100 tickets	\$25	Yes

Below are the sections and line item options with descriptions and budget limits.

Event location and AV/tech needs

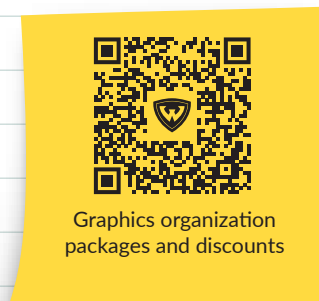
Most locations on campus are free for student organizations. St. Andrew's and Community Arts Auditorium have rental fees. AV needs such as a microphone, podium, screen, etc. can be selected when you reserve spaces managed by the Student Center and Campus Reservations. Your event location must be confirmed before your budget request can be considered for funding.

- **Location rental**
St. Andrew's and Community Arts Auditorium have rental fees which can be included in your funding request. However, most locations are free to student organizations for their events. If selecting St. Andrews, enter \$300.
- **Audio/visual technology**
AV/Tech Services can be added when you reserve your event space and will be part of your reservation. SAFB does not approve funding for equipment purchases for student organization events.
For production style lighting for fashion shows, performers, etc., request a quote from SAFB preferred vendor, Jim Gibbons, for audio/visual services at 734-358-0656 prior to submitting.

Marketing expenses (\$200 limit)

All artwork for flyers, posters, etc. will be printed through Student Life Marketing and Graphics. All print items must be submitted in high-resolution PDF format. All printed materials will include the SAFB logo. SAFB monies will not pay for rush or late charges.

- **Graphics/advertising**
Student organizations receive special pricing on packages, design and advertising.



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Food expenses (\$400 limit, one event per academic year)



SAFB food policy

Food expenses are limited to \$400 for one event per academic year per organization (no carry over and no stacking). Food expenses must be indicated on your budget submission and purchased by the DOSO coordinator through WSU Dining Service or their approved partners who accept E-IRBs as payment.

You must upload a screenshot of a quote or invoice for your order.

- Food selection** – select one option:
 - WSU Catering package #1
 - WSU Catering package #2
 - WSU Catering package #3
 - WSU Catering package #4
 - WSU Catering package #5
 - WSU Catering package #6
 - WSU Catering package #7
 - WSU Catering package #8
 - Shields Pizza Detroit (pick-up only)
 - Jets Pizza (pick-up only)
 - Jimmy Johns (pick-up only)

Performer/speaker/vendor expenses

- Performer/speaker cost**

You must provide an estimate for services in your budget. Confirm performer/speaker availability and request a quote and/or contract for services for your event and include the estimate total in the request. Notify the vendor that this does not guarantee services. You must reach out to the your vendor PRIOR to submission for this information.



SAFB food policy

Materials and/or supplies to support event

Please explain how these items are necessary to your event. Each item must be listed as a separate line item.

- Materials or supplies for event**

Must be from Amazon

Example: If you are hosting an event for writers, you could include links for journals; if you are hosting a make-and-take craft, include Amazon links for kits or crafting materials. Do not include food or decorations in this line item.

- Plates, cups, cutlery**

Must be from Amazon

Try to purchase them as a package rather than individual links for each. Items should be standard & disposable. No goblets, wine glasses, ornate plates or decorative napkins.

Decorations (\$100 limit)

Decorations should include items intended to enhance the event space and support the theme of the event. Decorations are limited to \$100 per event. Please explain the necessity of these items to your event. Each item must be listed as a separate line item.

- Decorations**

Must be from Amazon

Include actual links from Amazon for items you wish to purchase. The link should include item description, and pricing.



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