



STUDENT ORGANIZATION EVENT PLANNING GUIDE

Step One: Check the SBA Monthly Calendar and FIU University Calendar of Events and Add Your Event

a. SBA Monthly Calendar on SharePoint

- Within the Student Organizations Folder, click the “[Full List of Events](#)” folder.
- Click on the relevant semester and monthly calendar you plan to have your event.
- Input your event title, the start and end time of the event, and the room you would like to use into the list, keeping in mind that per SBA bylaws I(F)(3) No two events may take place on the same date at the same time, unless they are co-sponsored events taking place in the same location.

b. To see events on the [FIU University Calendar of Events](#)

- Click on “Departments” on the right-side column under Events by Group

Events Calendar Log In

Campus Life Arts & Culture Academics Athletics Recreation & Wellness Community

FIU Coronavirus Advisory – Visit our [Panthers Protecting Panthers website](#) for more information.

Upcoming Events

[UPCOMING](#) [TRENDING](#)

View Academic Calendar

Search the Calendar

Events by Group

All Events	Departments
Buildings	Student Orgs.

Events by Category

Select a category

FIU **Last day to apply for graduation at the end of Fall 2022 term**
Last day to apply for graduation at the end of Fall 2022 term
9/13
OneStop

FIU **TTR: Lessons from the Field: Organizing Political Youth**
Tuesday Times Roundtable TTR is FIU's weekly series of moderated conversations around current global issues and trends covered in The New York Times....
9/13 12:30pm
GC - Graham University Center, 150
Global Learning Initiatives

- College of Law is on the second page

c. To submit your event to the [FIU University Calendar of Events](#)

- Scroll down to “Share Events” section on the right bottom page

Last day to submit Non-degree Application for Fall 2019 term
 8/30
 OneStop **I'm Interested**

FIU **FIU Men's Soccer vs St. Bonaventure**
 FIU Men's Soccer vs St. Bonaventure TV: CUSA.TV Streaming Video:
[http://conferenceusa.com/watch/default.aspx?Live=9198&path=fiu ...](http://conferenceusa.com/watch/default.aspx?Live=9198&path=fiu...)
 8/30 7pm
 Miami, FL, FIU Soccer Stadium **I'm Interested**
 Athletics

FIU **FIU Men's Soccer vs James Madison**
 FIU Men's Soccer vs James Madison TV: CUSA.TV Streaming Video:
[http://conferenceusa.com/watch/default.aspx?Live=9198&path=fiu ...](http://conferenceusa.com/watch/default.aspx?Live=9198&path=fiu...)
 9/1 7pm
 Miami, FL, FIU Soccer Stadium **I'm Interested**
 Athletics

FIU **Labor Day (University closed)**
 Labor Day (University closed)

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- Click on [“Event Submission Form”](#)
- Login with School ID

FIU Florida International University SEARCH

Events Calendar Log In

Campus Life Arts & Culture Academics Athletics Recreation & Wellness Community

Login to Florida International University

Login to interact with events, personalize your calendar, and get recommendations.

➔

Login with School ID

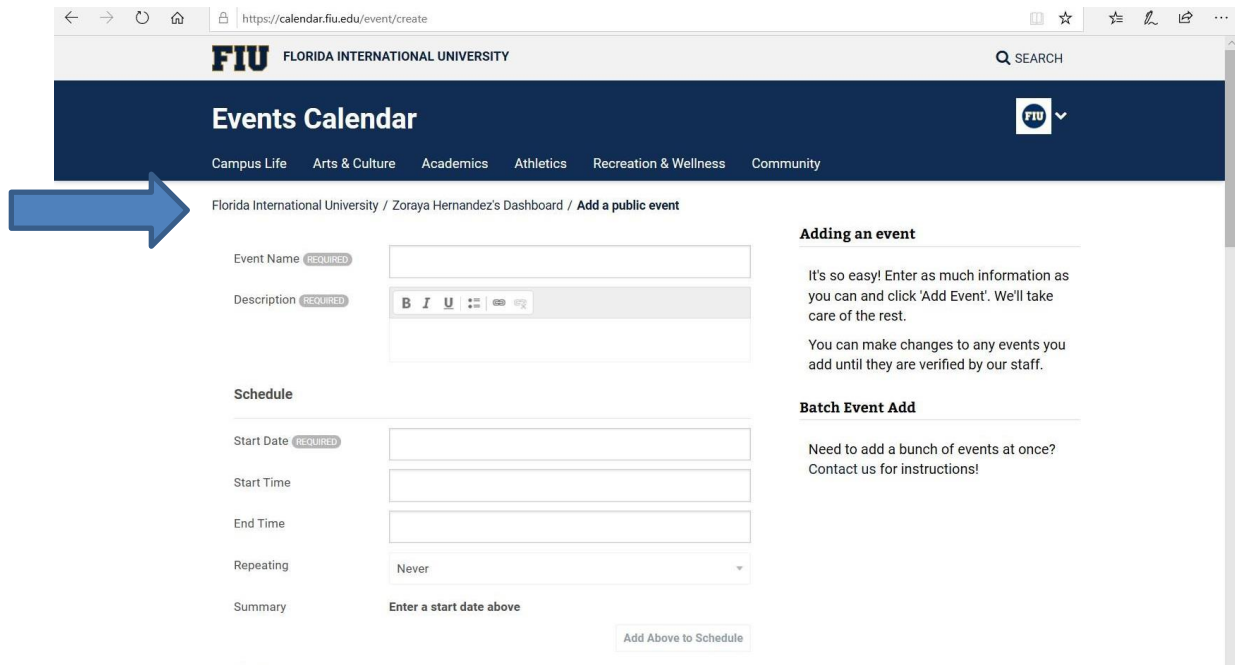
Login with Facebook

Login with Google

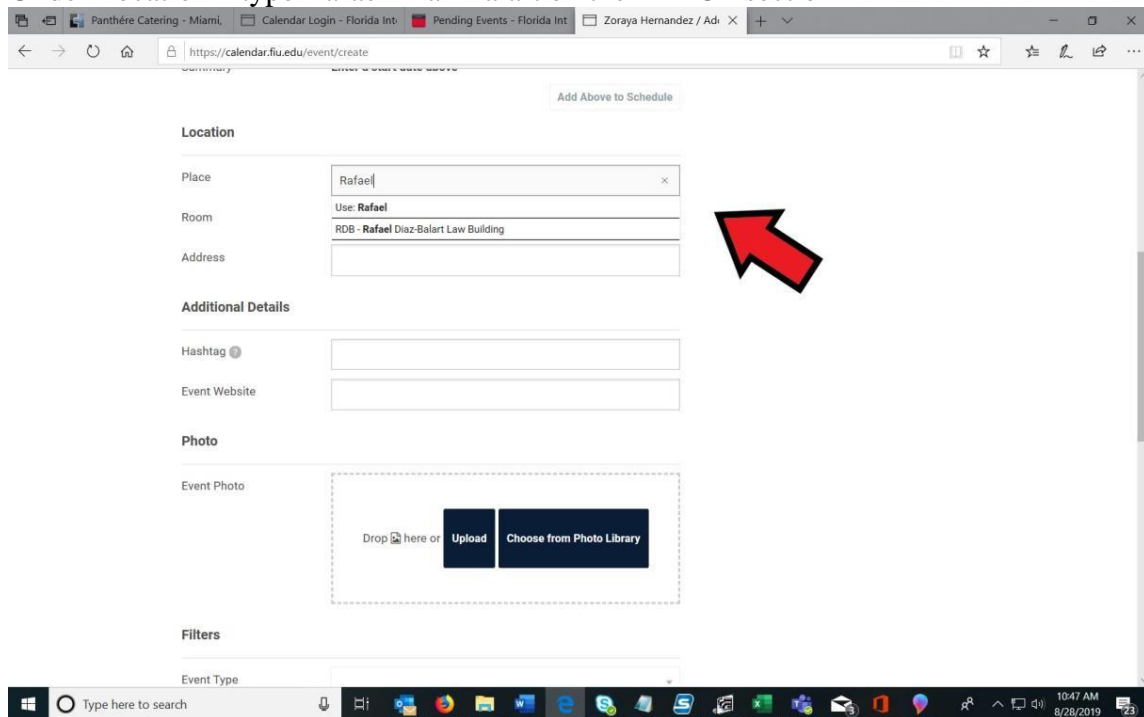
Login with Twitter

Login with LinkedIn

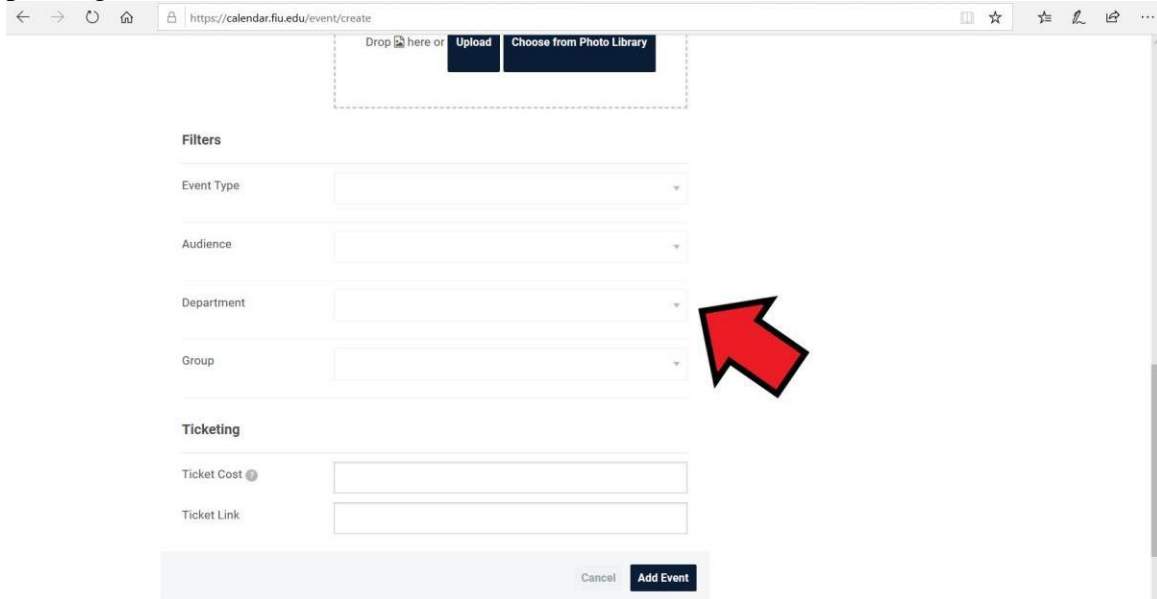
- After logging into your student account, this is what you should see. Your name should appear on the first line like this: Florida International University/ YOUR NAME’S DASHBOARD/ Add a public event (SEE ARROW)



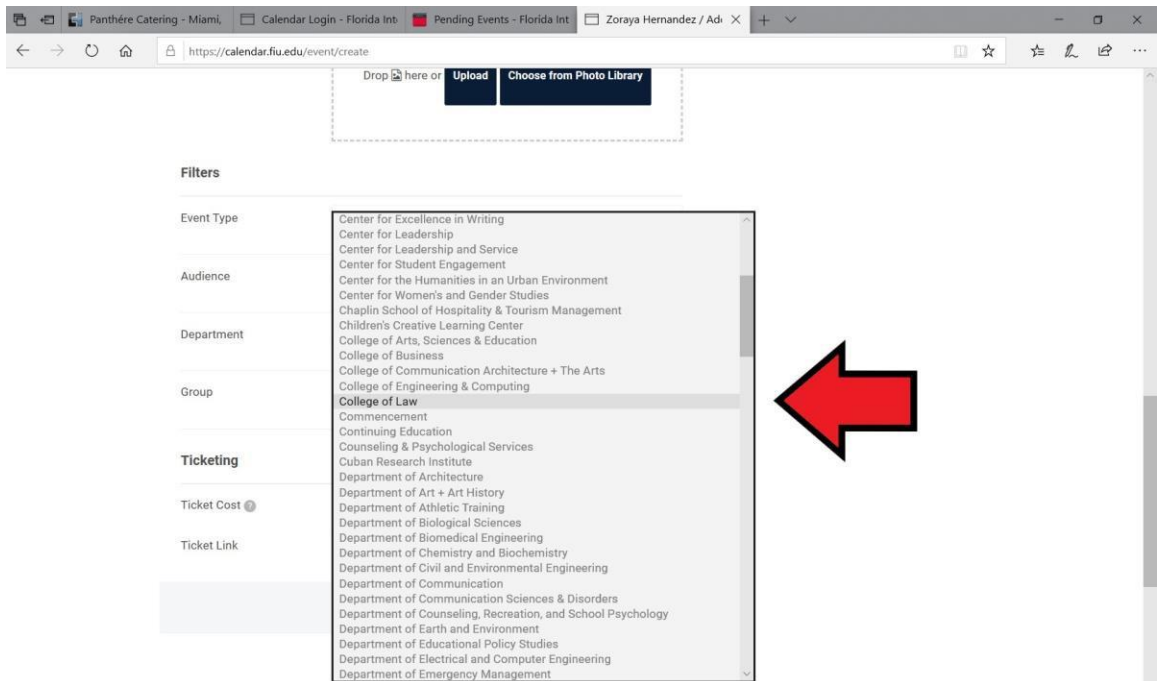
- Under Location – type Rafael Diaz Balart on the PLACE section



- Once your event info is all entered scroll down to “DEPARTMENT” and select “College of Law”. **This is the most important step.** When you select the College of Law your entry will go to FIU Law’s pending event folder for consideration.

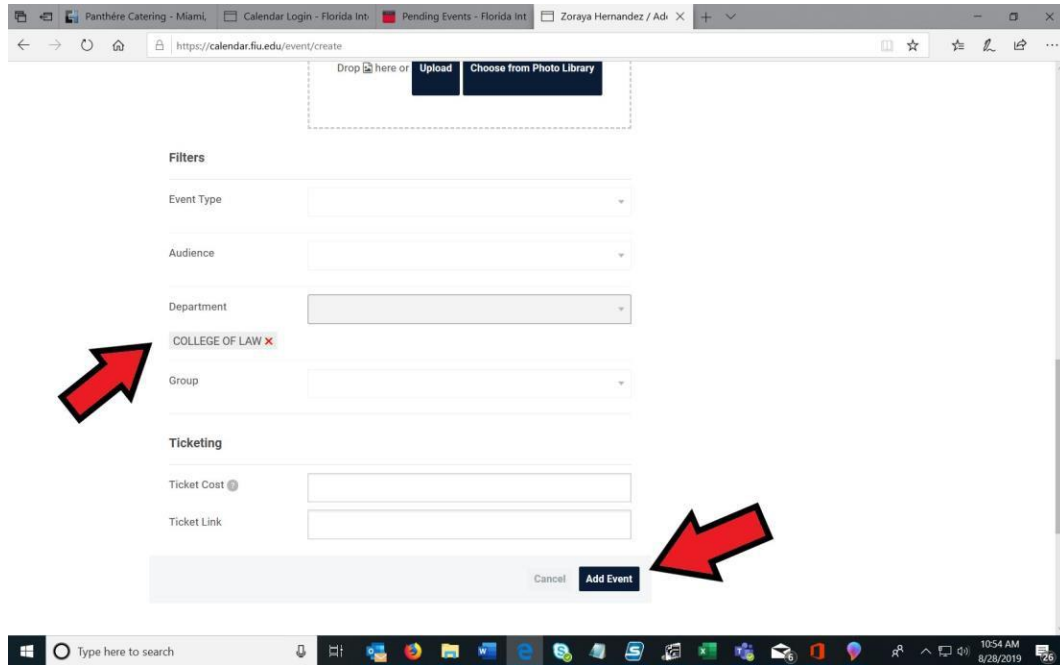


The screenshot shows the top portion of the event creation form. At the top, there is a dashed box for an image with "Drop here or Upload" and "Choose from Photo Library" buttons. Below this is the "Filters" section with dropdown menus for "Event Type", "Audience", "Department", and "Group". The "Department" dropdown is highlighted with a red arrow. Below the filters is the "Ticketing" section with input fields for "Ticket Cost" and "Ticket Link". At the bottom of the form are "Cancel" and "Add Event" buttons.

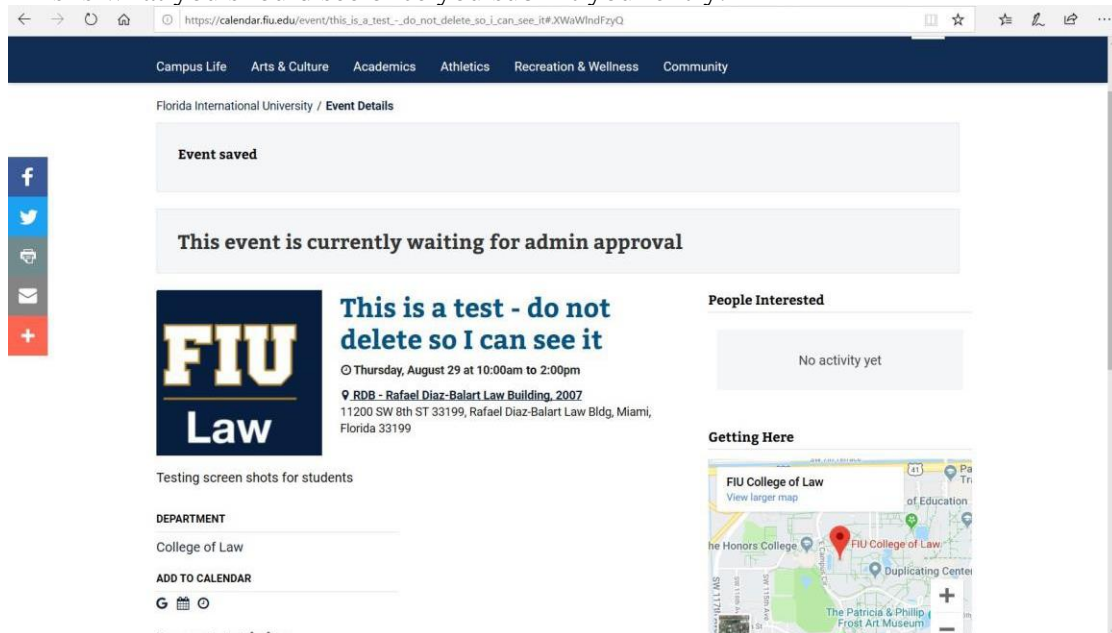


The screenshot shows the "Department" dropdown menu expanded, displaying a list of departments. A red arrow points to the "College of Law" option, which is highlighted. The list includes various departments such as Center for Excellence in Writing, Center for Leadership, Center for Leadership and Service, Center for Student Engagement, Center for the Humanities in an Urban Environment, Center for Women's and Gender Studies, Chaplin School of Hospitality & Tourism Management, Children's Creative Learning Center, College of Arts, Sciences & Education, College of Business, College of Communication Architecture + The Arts, College of Engineering & Computing, College of Law, Commencement, Continuing Education, Counseling & Psychological Services, Cuban Research Institute, Department of Architecture, Department of Art + Art History, Department of Athletic Training, Department of Biological Sciences, Department of Biomedical Engineering, Department of Chemistry and Biochemistry, Department of Civil and Environmental Engineering, Department of Communication, Department of Communication Sciences & Disorders, Department of Counseling, Recreation, and School Psychology, Department of Earth and Environment, Department of Educational Policy Studies, Department of Electrical and Computer Engineering, and Department of Emergency Management.

- Once you select “College of law” your screen should look like this.



- NOTE: Do not select anything for “Group”, leave it blank
- Click on Add Event and you are done with step one!
- This is what you should see once you submit your entry.



Step Two: Reserve a Room

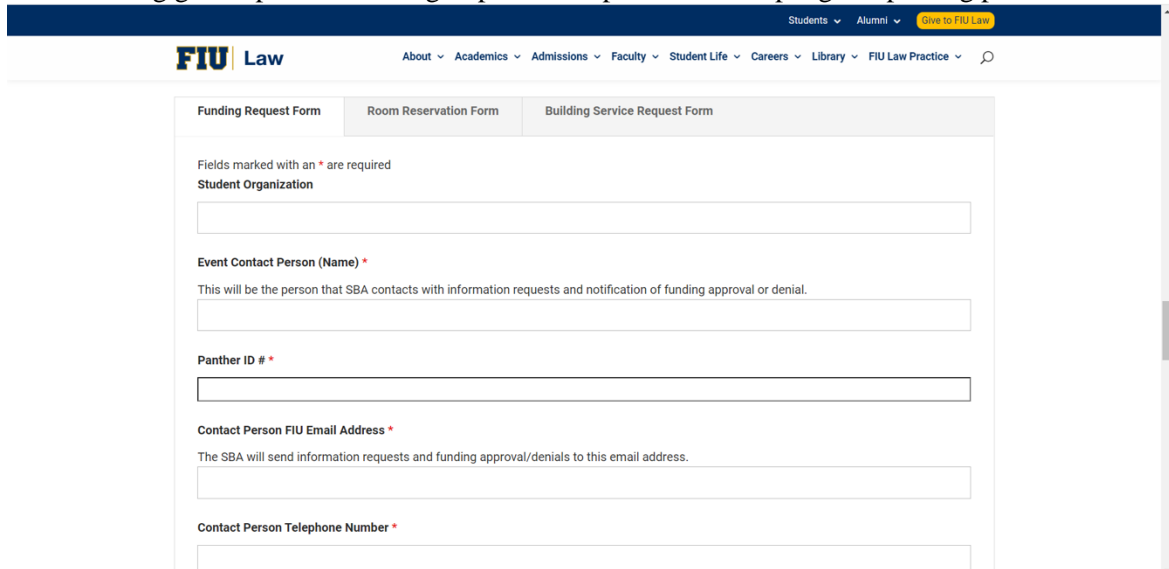
- a. **An Online Room Reservation Form is NOT required if the event will take place in an SBA-designated room during one of the allocated blocks.** The SBA-designated rooms are at the top of the SBA Monthly Calendar. As instructed in Step One, please don't forget to provide the room number when you add the event to the SBA Calendar.

- b. For large events requiring public safety, catering, table set up, parking-space reservation, additional microphones, and/or other service contracts, you must make an appointment with the SBA to help coordinate the event at least three weeks before the event. All special equipment, extra personnel, and parking-space reservations must be paid by the student organization and must form part of the student organization's funding request in Step Three.
 - Guest Parking is \$3 per pass.

- c. Special requirements for use of courtrooms or other classrooms:
 - The Large Courtroom (RDB1000): please email the SBA president, at sbapres@fiu.edu, with your request. If approved the president will submit the room request on behalf of the requesting student organization.
 - Room Reservation for any event taking place outside of allocated meeting blocks: please email the SBA president, at sbapres@fiu.edu, with the title and time of your request. The president will revert with classroom availability.

Step Three: Request Funding from the SBA

- a. Complete an online [SBA Funding Request form](#). After clicking the link and reaching the FIU SBA website, scroll down to the bottom of the page till you find the “Funding Request” form shown below.
- b. You must submit an SBA Funding Request and get approval from the SBA *before your event* and no later than 72 hours prior to the SBA meeting in which you would like the request to be reviewed. A representative of your student organization must attend the SBA meeting, either in person or via zoom, to present the funding request.
 - If you will be having guest speakers coming to present in-person it is \$3 per guest parking pass.



The screenshot shows the FIU Law website's navigation bar with links for Students, Alumni, and Give to FIU Law. Below the navigation bar, there are three tabs: Funding Request Form (selected), Room Reservation Form, and Building Service Request Form. The main content area displays the SBA Funding Request Form with the following fields and instructions:

- Fields marked with an * are required**
- Student Organization**: A text input field.
- Event Contact Person (Name) ***: A text input field with the instruction: "This will be the person that SBA contacts with information requests and notification of funding approval or denial."
- Panther ID # ***: A text input field.
- Contact Person FIU Email Address ***: A text input field with the instruction: "The SBA will send information requests and funding approval/denials to this email address."
- Contact Person Telephone Number ***: A text input field.

- You cannot seek SBA funding after an event. FIU cannot, under any circumstances, reimburse students for expenses. You cannot contract with any vendor on behalf of your organization, FIU Law, or FIU. Only authorized FIU personnel may enter into contracts with vendors.
- c. You must get quotes, estimates, and/or invoices from the vendors you are purchasing food or supplies from. **Please ensure that the vendor does not include sales tax in its quote, estimate, or invoice.** You may find a copy of FIU’s tax-exempt form in the [SBA “Student Organizations” SharePoint folder](#) in [PDF](#) format. Email copies of the quotes and/or invoices to lawstdsr@fiu.edu and sbatreas@fiu.edu at the same time or prior to your funding request submission. Include the name of the organization, the name of the program, and the date of the program in the email.
- d. No off-campus happy hours, parties, dinners, or other events will be funded with SBA funds unless you have the prior written approval of the Associate Dean for Student Services.

Step Four: If Applicable, Submit Additional Paperwork

- a. There may be some events that require specific paperwork approved by other university officials.
- b. If your organization's approved funding request included guest parking spaces, the requesting student organization must email lawstdsr@fiu.edu, sbatreas@fiu.edu, and sbapres@fiu.edu with the name of the guest speaker(s) and their license plates. The guest speaker(s) may park in the blue spaces labeled Faculty/Staff or in any student space.

Step Five: Advertise Your Event

- a. Event Flyer/Poster –Event flyer/poster are required for all events funded by the SBA, and it is the responsibility of each organization to create its own flyers. You may post your event flyers and posters in the display stands or pin boards within the law building.
- **Taping flyers to walls, windows, or doors is prohibited.**
 - Section 7008.1.1 of the [SGA Statutes](#) provides that **ANY and ALL flyers for events funded either partially or fully by SBA must include either 1) “Sponsored by the Student Government Association”; 2) “Sponsored by SGA”; or 3) [the SGA logo](#).**
 - If you would like SBA to promote the event on its,
 - Instagram: please tag us @fiu_sba;
 - WhatsApp: please contact the SBA Secretary or the Chairperson and/or Committee members of the Marketing Committee for assistance
- b. Please make sure that you take down your flyers after your event is done
- c. FIU Law Weekly- You may advertise an event in the FIU Law Weekly newsletter. The FIU Law Weekly newsletter is sent out at the beginning of every week. The deadline for submitting student events is Friday at 12:00PM (noon) to lawstdsr@fiu.edu. Please submit your event email in the following format:

Subject line: Organization Announcement for FIU Law Weekly

Email body:

Event Subject/Title:

Date:

Time:

Location:

RSVP:

Additional Description:

Student Organization Contact

You may also attach a full-color flyer (in JPEG format only) if you would like the flyer included in the FIU Law Weekly newsletter.

Step Six: Pay a Vendor

- a. Vendors will be paid based on the total approved by the SBA under Step Three.
- b. All contact persons will be emailed instructions after the funding request is approved. **It is the responsibility of the student organization to place the order with the vendor.**
- c. Vendors are typically paid in one of the two following methods:
 1. A vendor is pre-paid no more than two (2) days before the day of the event via FIU credit card by the OSS. This is the method typically used by food vendors at FIU Law events. If a vendor requires credit card pre-payment earlier than two (2) days, please contact OSS before the event to arrange for payment.
 2. A vendor may be paid after the event via purchase order by FIU check or FIU direct deposit. After receiving notice of approval from SBA, OSS will contact the vendor for an invoice, and will arrange payment. The vendor must be an approved FIU vendor to receive payment in this manner.

Step Seven: Manage Your Event

Should you need additional tables for your meeting/events, you may check out the SBA foldable tables at the Library Circulation Desk. Make sure you return them promptly after your event is over. For university tables, there will be a fee involved and you must check with OSS two weeks in advance.

- a. You must take attendance at your event. After your event, you must submit the completed attendance/sign-in sheet, the receipt(s) for anything purchased for your event with SBA funds, and the flyer used to market your event via email to OSS at lawstdsr@fiu.edu, and copy sbatreas@fiu.edu, sbapres@fiu.edu, your organization's Finance Committee Point Person. If you do not know who your Finance Committee Point Person is, contact the SBA Treasurer. The attendance/sign-in sheet must include the name of the organization, the program name, and the program date. A [sample attendance/sign-in sheet](#) can be found in the SBA Student Organizations' Folder on SharePoint.
- b. Please assist the custodial staff by making sure to leave the room tidy and by moving any leftover food to the Student Kitchen.
- c. You may purchase only Pepsi products for events due to FIU contractual obligations.