

Make sure the event is submitted to B-Engaged AT LEAST ONE WEEK before the event



Contact the Event Planning Advisor at advisors@binghamtonsa.org to schedule an appointment or with any questions

Event Checklist for SA Chartered Groups

Organization: _____ Org. #: _____

Contact Person: _____

Email: _____ Phone #: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____ to _____

Event Location: _____

Purpose of Event:

Please provide details of the event/what you have planned.

Who is this event open to? _____

Will food be provided? Yes No

If yes, from where?: _____

Is travel required? Yes No

If yes, is transportation provided? Yes No

Form of transport: _____

If no, is rideshare an option? Yes No

****If travel is required, you MUST meet with the travel advisor in the VPF office****

Are you scheduling a performer or someone else that requires a contract? Yes No

If yes, who: _____

****If yes, you MUST meet with the contract advisor in the VPF office****

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Will you be utilizing BSSL services? Yes No

****If yes, you need to contact BSSL. Either send them an email or stop by their office, ALL reservations must be finalized in person. They need to be contacted a month in advance****

Estimated Cost: _____

Please list all materials (supplies, food, venue, etc.) and approx. how much each will cost.

Do you have sponsors? Yes No

If yes, please list them below along with amounts they are providing:

Event Planning Advisor Signature: _____ Date: _____

Important B-Engaged Information

- Under categories, “SA Chartered Organization” MUST be selected, otherwise your event will be declined
- B-Engaged events will not be accepted if they are not submitted a week before the event
 - If your event is on a Friday at 3pm, the event must be submitted prior to 3pm the Friday before
- B-Engaged links are required for purchase order/prior approval submission
 - Purchase orders must be submitted to the VPF’s office at least 2 weeks before the event. Therefore, events should be submitted to B-Engaged a couple days before the purchase order needs to be submitted

Important Contact Information

B-Engaged: bengagedhelp@binghamtonsa.org

Travel Advisor: vpfassistants@binghamtonsa.org

Contract Advisor: vpfcontracts@binghamtonsa.org

BSSL: bssl@binghamtonsa.org

Location: UU-019 (Old University Union; downstairs by the bowling alley)