

Make sure the event is submitted to B-Engaged **at least TWO DAYS before the event.**

Contact the EVP Chartering Assistant at charter@binghamtonsa.org to schedule an appointment or with any questions.

Event Checklist Basic Guide for SA Chartered Organizations

Organization: _____ Org #: _____

Contact Person: _____

Email: _____ Phone Number: _____

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?: _____

****If yes, (and cost is over \$200) you MUST get prior approval from the VPF, the prior approval form is on the SA Treasurers page on B-Engaged.****

Is travel required? Yes No

If yes, is transportation provided? Yes No

Form of transportation: _____

If no, is rideshare an option? Yes No

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****If travel is required, you MUST submit the travel form on B-Engaged on the SA Treasurers page AT LEAST TWO WEEKS in advance (you can meet with the Travel Assistant 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 submit a completed contract to the VPF Office AT LEAST TWO WEEKS IN ADVANCE of the event (you can reach out to the Contracts Assistant in the VPF Office or the VPF).****

Will you be utilizing BSSL services? Yes No

****If yes, you need to contact BSSL. Either send them an email or make an appointment and stop by their office. They should be contacted at least a month in advance.****

Estimated Cost: _____

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

****If the total cost is over \$200 you MUST get prior approval from the VPF.****

Do you have sponsors? Yes No

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

Chartering Assistant 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 at least two business days before the event.
 - If your event is on Monday, the event must be submitted on Thursday of the week before.

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- B-Engaged links are required for purchase order/prior approval submission.
 - Purchase orders and prior approvals must be submitted to the VPF's office at least two 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

Executive Vice President: evp@binghamtonsa.org

EVP Chartering Assistant: charter@binghamtonsa.org

Vice President for Finance: vpf@binghamtonsa.org

VPF Travel Assistant: vpftravel@binghamtonsa.org

VPF Contracts Assistants: vpfcontracts@binghamtonsa.org

BSSL: bssl@binghamtonsa.org

Location: UUB19 (Old University Union, downstairs by the bowling alley)

Website: <https://bssl.binghamtonsa.org/>