

## WEEK 7-6

PROPOSAL OF EVENT TO ICC BOARD.

PROPOSAL MUST INCLUDE FLYER, FACILITY REQUEST, EXPENDITURE FORM, QUOTES (INVOICED) AND PURPOSE OF EVENT.

IF APPROVED BY ICC, SAME PRESENTATION IS THEN ADDED TO ASO FINANCIAL (OVER \$999) AND ASO BOARD MEETINGS.

## WEEK 4

CLUB RECEIVES CHECK.

ITEMS ARE PURCHASED.

RECEIPTS MUST BE TURNED IN WITHIN 3 DAYS OF PURCHASE.

MONEY NOT USED MUST BE DEPOSITED BACK INTO CLUB ACCOUNT.

DO NOT GO OVER BUDGET!

## WEEK 2-1

PREPARE, PREPARE, PREPARE!

CONFIRM STAFF

CONFIRM LOCATION

CONFIRM SET UP

EMAIL BLAST

## WEEK 6-5

SAME PRESENTATION IS THEN ADDED AND PRESENTED TO ASO FINANCE MEETING (OVER \$999) AND ASO BOARD MEETING.

ONCE APPROVED CHECK REQUEST IS SENT BY ASO TREASURER TO BUSINESS OFFICE.

CHECK CUT (5-7 DAYS TO PROCESS)

## WEEK 3

CREATE FLYER COPIES (ADVISOR MUST DO THIS)

POST FLYERS

ORGANIZE EVENT SET UP  
CREATE STAFF SHIFTS

HAVE EMAIL BLAST SENT

## WEEK 1-0

LAST MINUTE DETAILS.

FINALIZE EVENT.  
PROMOTE.

EMAIL BLAST

HAVE AN AMAZING EVENT!  
ALL MONEY FUNRAISED MUST BE TURNED INTO ASO AND COUNTED WITH TREASURER WITH 48 HOURS AND DEPOSITED INTO CLUB ACCOUNT.