

## ODUS EVENT REQUIREMENTS

### **Budget:**

1. Budgets are estimated expenses combined with firm funding commitments or revenue. Include high/med/low estimates of expenses and verified funding for budget items. Who provided these numbers (contact names, etc.)? Which items have already been paid and what are the future expenses?
2. Where is the funding is coming from? Provide supporting documents such as emails, donation letters written on corporate letterhead, etc.
3. Will the organization pay vendors or speakers which need to be on-boarded? Are there contracts for services? No student can sign contracts.
4. What is the contingency plan if there is a financial shortfall? What cost-cutting can happen and what is the timeline for that?
5. What are the mechanics to pay for each budget item - credit card or invoice?

### **Advertising:**

1. Who is the target audience?
2. What has been advertised on campus, and what information is out to the general public?
3. What is the plan to advertise between now and the event?

### **Logistics:**

1. Is the event registered in CLEVER (<https://clever.princeton.edu/>)?
2. Are the University service providers informed of the event and have you submitted all necessary forms?
3. What is the hosting plan for attendees? Include details such as parking, transportation, trash collection etc.