**RSO Event Planning Checklist**  
*Updated 2/26/15*

What you need to know to plan an event

- Go to OrgSync.com and sign in. Be sure you’re in the WSU Spokane Community.
- Go to your club portal
- Click on “Events”
- Click on “Create an Event” (green box on right side)
- Enter all of the information requested. Always complete the “Request for Food” section, even if you’re serving snacks. See “Room Scheduling” below.
- Click on “Submit Form” (green box on right side)

Room scheduling, audiovisual equipment, tables and chairs, etc.

Go to the WSU home page and click on “WSU Spokane: Services.” Under “Facility Services,” click on “Room Scheduling.” Click “Login,” and proceed to request meeting space (even the SAC lobby). Use this to order tables and chairs, audiovisual equipment, (they will be set up for you), as well as any special needs.

To purchase food or other items

After you have completed the forms above, go back into OrgSync, and fill out the “Purchase Request Form.” Once you have received approval, check out the PCard from the Student Affairs desk. Be sure to read the PCard rules before checking it out. The card cannot be checked out overnight. Submit ALL (itemized and credit card) receipts when returning the card. Indicate your organization and account number on the receipt. If you purchase food, you must also submit a list of all the people who ate it, even if it’s a snack, immediately after your event to Student Affairs or the ASWSU office.

Fundraising

If you hold a fundraising event, please submit a completed “RSO Cash Deposit Form” along with the funds raised, to Pat Montgomery in the ASWSU office or Katie Gilsdorf at Student Affairs.