

## 10/4/07 SA Event Planning Meeting

### Funding matters

- If the SA Funding process seems confusing, keep in mind there are usually only 2 forms you submit to us -- a budget request to ask for funding, and a budget action form (BAF) to seek payment (once you have a receipt or invoice).
- Please remember to submit receipts/invoices to Stephen Bazzetta in the Student Affairs suite. Fill out corresponding BAF's for each reimbursee and email those to [satreas@jhsph.edu](mailto:satreas@jhsph.edu).
- You do not absolutely need to spend all of what we allocate for your event. We probably allocated what you might need, but it is fine to end up spending less.
- Do not spend money granted for 1 line item (ie security) on expenses that fall under a different line (ie food).
- When emailing [satreas@jhsph.edu](mailto:satreas@jhsph.edu), it may be best to have a point of contact for your group to do this. Please don't have vendors email things directly, that confuses matters.

### Useful Websites for event planning

- SA's Event Planning resources: [http://www.jhsph.edu/assembly/event\\_planning](http://www.jhsph.edu/assembly/event_planning)
- SA Funding website: <http://www.jhsph.edu/assembly/funding>
- Communications: [www.jhsph.edu/communications/event\\_promotion](http://www.jhsph.edu/communications/event_promotion)
- Support services website: [www.jhsph.edu/supportservices](http://www.jhsph.edu/supportservices)
- Jay's Catering: [www.jaysdeli.com/wolfest](http://www.jaysdeli.com/wolfest)