

Part A: Pre-Planning

Step #1- Have you checked availability of you event date with your IRD?	<input type="checkbox"/> YES
Step #2- If on-campus, have you booked a room with B&M?	<input type="checkbox"/> YES <input type="checkbox"/> OFF-CAMPUS
Step #3- If food/equipment is required, do you have a rough estimate of costs from B&M? Note: If uncertain of food costs, \$15/person is an average spend	<input type="checkbox"/> YES <input type="checkbox"/> NO FOOD

Part B: EOHSS Forms

To advertise your event, you must first receive EOHSS approval. To allow Administration enough time to approve, and you enough time to advertise your event, the following deadlines must be followed:

Tier 1 events (Under \$1000) with LOW RISK (i.e. on-campus speaker)	2 weeks prior to event
Tier 2 + 3 events (Over \$1000) with LOW RISK	1 month prior to event
Tier 1 + 2 events (Under \$1500) with RISK (off-campus, alcohol, etc)	1 month prior to event
Tier 3 events (Over \$1500 or large-scale) with RISK	2 months prior to event

Step #1- Have you reviewed the McMaster University Code of Conduct ?	<input type="checkbox"/> YES
Step #2- Have you filled out the EOHSS Event Planning/Approval Form ? Note: All fields <u>must</u> be filled in. Your event contact can be anyone not present at the event.	<input type="checkbox"/> YES
Step #3- On the EOHSS form, have you signed Line E (Primary Event Organizer)?	<input type="checkbox"/> YES
Step #4- If using a bus, have you filled out the Bus Monitor Form and Bus Pickup/Dropoff Form ?	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Step #5- Are you submitting the EOHSS Form to your IRD within the above time frame?	<input type="checkbox"/> YES

Part C: Event Information

EVENT ORGANIZER
Name of Club:
Organizer Name and Position:
Organizer Contact information:
Club President Contact Information (If not organizer):
EVENT DETAILS
Title of Event:
Event Description & Goals of Event:
Date, Time, and Location:
Virtual Platform (i.e., Zoom, MS Teams, Google Meets etc.): Expected MBAA-Member Attendance: Expected Non-MBAA Member Attendance (Part-Time Students/Alumni/etc.): Apart from guest speakers, what is the benefit to MBAA-Members for including external guests (if applicable)?

How will this Event be Advertised?

- MBA Weekly - Submit write-up to Communications Director **after event approval**
- Facebook
- TVs at RJC- Submit image file to Black & McDonald
- Other – please specify:

Part D: Budget Request**BUDGET**

	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EVENT BUDGET	\$
Sources of Funding (Ticket sales/Outside funding/etc)	\$
TOTAL AMOUNT REQUESTED FROM MBAA	\$

Part E: Club President Sign-Off

This section is to be completed by the Club President:

Based on the Total Amount Request From MBAA, your event will fall into one of three price tiers:

Tier 1 - Under \$1000

Tier 2 - \$1000-\$1500 Submit a planning timeline with & a proposed agenda/itinerary

Tier 3 - Over \$1500 Pitch to the MBAA (IRD & President)

If you have a Tier 2 or 3 event, have you included a planning timeline and event itinerary? YES N/A

If you have a Tier 3 event, have you contacted your IRD to schedule an event pitch with the MBAA? YES N/A

Do you have steps in place to ensure your event has appropriate EOHSS Waivers to be signed by *every guest*?

Physical Activity- [Participatory Sporting Event Waiver](#) YES N/A

Alcohol- [Events involving Alcohol Waiver](#) YES N/A

Do you agree that any spending over what is requested from the MBAA will not be reimbursed? YES

Have you reviewed this document in its entirety for accuracy? YES

Club President must submit documents to your Internal Relations Director

Contacts

Internal Relations Director (IRD): Class of 2023: shapirot@mcmaster.ca
Talia Shapiro

Black & McDonald Contact: kjones@blackandmcdonald.com
Kasandra Jones

Communications Director: Class of 2023: maswala@mcmaster.ca
Adil Maswala

MBAA President: Class of 2023: mazzarov@mcmaster.ca
Victoria Mazzarolo

MBAA Finance Director: Class of 2023: shasta5@mcmaster.ca
Avijeet Shastry

Part F: Agenda

Please share your agenda for your event (including timing, order of speakers, etc.)

Part G: Guest Speakers (if applicable)

Please share the following information about your guest speakers

Name of Guest Speaker	Topic Being Discussed	Organization they are from

Part H: Previous Club Events Hosted

Please contact the previous semester club representatives to fill-out the information below

Name of Event	Event Type (e.g., panel speakers, student social etc.)	Description (include name of guest speakers, venue etc.)

Part I: Post-Event Debrief

The event debrief must be submitted within 2 weeks of any club event. It must provide a brief write-up on the positive aspects as well as room for improvement for the event. It must also include all reimbursement information (if applicable) complete with receipts.

Funds will be released to the Association/Club when all receipts from the event are submitted to the MBAA by the **Event Organizer**. If you are not able to submit the receipts to the MBAA President, Finance Director, or Internal Relations Director, please advise the Internal Relations Director, and:

- drop them off at the RJC Front Desk in an envelope addressed to the *MBAA Internal Relations Director*; or
- address your letter to the *MBAA Internal Relations Director*, and mail it to: *RJC Front Desk, 4350 South Service Road, Burlington, Ontario L7L 5R8*

If we do not receive your receipts within 2 weeks of the event, YOU WILL NOT BE REIMBURSED. If you require an extension, please contact the MBAA Internal Relations Director prior to the deadline. Tier 3 events are exempt from this

deadline, and the details will be discussed during the planning stages. All finalized cheques for reimbursement will be left at the RJC front desk when completed.

FOR FUTURE COHORTS

If this event were to be run in the future, what would you recommend continuing?

Explain

What were areas for improvement with this event?

Explain

EVENT DETAILS

Actual Attendance: # OF ATTENDEES

ACTUAL BUDGET (Tally of Receipts)

Merchant Name #1	ITEM #1	\$0.00
Merchant Name #2	ITEM #2	\$0.00
Merchant Name #3	ITEM #3	\$0.00
Merchant Name #4	ITEM #4	\$0.00
Merchant Name #5	ITEM #5	\$0.00

Explain differences in budgeting (in applicable): DETAILS

Who should the cheque(s) be issued to and for what amount? FULL NAME & AMOUNT