



MBA & MS Student Association
Temple University Center City
1515 Market Street Suite 614
Philadelphia, PA 19102

phone 215-204-7678
fax 215-204-8300

Student Organization Event Procedure

The following is the standard procedure for events hosted by organizations which fall under the umbrella of the MBA & MS Student Association:

1. Events on Temple University Property

- a. The MBA & MS Student Association must be contacted six weeks prior to the date of the event to ensure that available rooms can be reserved.
- b. If a vendor will be used for services related to the event, see the “**Vendor Relations**” section of this memo

2. Events off Temple University Property

- a. For events held off Temple University property, see the “**Vendor Relations**” section of this memo

3. Vendor Relations

- a. Vendor must supply TU a W-2 and liability insurance certificate with “Temple University” as the insured and \$1,000,000 per person as the insured amount
- b. A contract must also be obtained by the vendor indicating the date of the event and the cost (or estimated cost) for the event. In the case of a shared event, documentation must be supplied indicating Temple’s share of the cost
- c. This documentation is then submitted to the University to have the vendor and the event approved. This takes approximately 3 weeks.
- d. After approval by the University, the event may take place. If a specific dollar amount was given in the contract, the university will create a check that will be used to pay for the event. If a specific dollar amount was not given, it is up to the student to pay for the event, and submit receipts for reimbursement by the University

4. Event Communications

- a. All questions about event logistics and the use of the graduate community list serve must be sent to the appointed representative of the MBA & MS Student Association
- b. The MBA & MS Student Association is not responsible for formatting or the graphical design of fliers or mass mailers. The MBA & MS may be able to give feedback on near finished version, but it is not able to give the resources required for full communication design
- c. All requests for audio visual equipment, televisions, computers, PowerPoint, etc... must be received by the MBA & MS Student Association one week prior to the event.