



GEORGETOWN UNIVERSITY
McCourt School of Public Policy

Event Planning Checklist

EVENT INFORMATION	
Event Name:	
Main Contact:	
Email:	
Location:	

CHECKLIST		
<input type="checkbox"/>	I have filled out and submitted the McCourt Event Planning Form	McCourt Event Planning Form
<input type="checkbox"/>	I have added the event to the GPPSA calendar	GPPSA Calendar
<input type="checkbox"/>	If my event has alcohol I have submitted the TIPS Request Form	TIPS Request Form
<input type="checkbox"/>	If I used my own form of payment, I have filled out and submitted the necessary Reimbursement forms to Danett Song's mailbox	Reimbursement form
<input type="checkbox"/>	I understand all receipts must be itemized, pasted/taped on printer paper for scanning purposes, and stapled to back of reimbursement form for reimbursements to be processed	
<input type="checkbox"/>	I used the Declining Balance Card provided by GPPSA and filled out the Balance Card Reconciliation Form by using the info in the Spending Categories form	Balance Card Reconciliation Form Spending Categories *used to fill out form
<input type="checkbox"/>	I have filled out and submitted the Post Event-Evaluation Form	Post-Event Evaluation Form
<input type="checkbox"/>	I understand that failure to submit the necessary reimbursement forms and the Post-Event Evaluation Form within three weeks of the event date will result in me not being reimbursed	
<input type="checkbox"/>	I understand all the above terms and statements above	<u>Type Name Here (Signature)</u>