

3+
Weeks
Before

- Event Request Form on OrgSync with space diagram
For Kimmel Reservations email kimmel.reservations@nyu.edu, CC the GA
- Budget Request Form on OrgSync
- Catering Request Form through Catertrax website
- Advertising Request Form on OrgSync
- Outside speaker/company contracts

2
Weeks
Before

- Print Shop Request Form
- Media Support
- Security/Custodial
- Verify that you have all supplies and materials you need.

1 Week
Before

- All print materials must be pre-approved by OSARC
- Hang posters/flyers on bulletin boards after getting them stamped at OSARC
- Email Volunteers about event and what they will be doing

Event Timeline