ASLC Event Planning Checklist

Step 1 DLAN AHEAD Spend at least a week or two planning out logistics before submitting the project proposal packet.	Who, what, when, where, why Calculate costs and gather invoices from vendors (Vendor list) REGISTERING NEW VENDORS: Fill out Vendor Application & W9 Forms
Step 2 PROJECT PROPOSAL Submit at least 20 days in advance .	Complete Project Proposal Packet Submit To: laneyaslcclubaff@peralta.edu CC: laneystudentactivities@peralta.edu Attach all relevant documents to the email
Step 3 ATTEND ASLC MEETING	Present event/project idea to the Associated Students of Laney College Answer questions about project
Step 4 APPROVAL & NEXT STEPS	IF APPROVED: Wait for ASLC to process payments IF REVISIONS ARE NEEDED: Revise proposal with suggestions and return for approval.

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