ASLC Event Planning Checklist



You should submit your project proposal ATLEAST A MONTH in advance

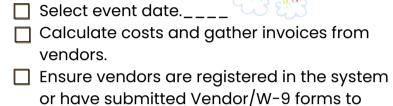
to the Club affairs officer of ASLC

1. Plan Ahead: Two weeks Before Proposal Submission



3. Attend ASLC Meetings





ncustodio@peralta.edu
W9 Form: http://tiny.cc/W9form

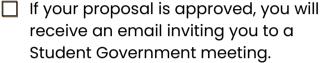
Vendor Form: http://tiny.cc/vendorform







Project Proposa



- ☐ ASLC meets Mondays 3:30 -4:30 pm, Student Center, 4th floor.
- Bring an extra copy of your proposal and supporting documents and be ready to present it.



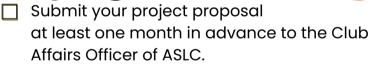




Facilities Request

Club Affairs Website

2. Submit Your Proposal: One Month Before the Event



http://tiny.cc/Project-ProposalPacket

- Include all necessary signatures, costs, location, and date details.
- Send your complete proposal packet to laneyaslcclubaff@peralta.edu.

Club advisor signature required on packet! Incomplete packets will not be accepted

ASLC Sponsored Event Fliers Must Include:

☐ ASLC logo

Taney College Statement of Non-Discrimination



4. If Approved:

Send facilities requests if your event requires campus space or equipment (chairs, tables, etc.). This form must have your advisor's signature!

http://tiny.cc/facilityform

Email the facilities request form to laneyfacilties@peralta.edu or submit a physical copy to the Business office, Tower Bldg Rm 209. (Keep a copy for yourself)
Inform vendors that their invoices have been approved and that they will receive payment after the event.

If Not Approved:

No further action is needed



