**EVENT PLANNING TIPS FOR STUDENT ORGANIZATIONS**

**Booking a Venue**
- If using allocated funds and booking a venue requires a contract, you MUST contact procurement at procure@uga.edu
- Only procurement can sign contracts for booking venues.
- For more info, click [here](#)

**Sales**
- Tickets to events or sale of promotional items must be sold through Dean of Students Business Office
- For more info, click [here](#)

**Purchase of Promotion Material**
- Purchase must be pre-approved through UGAmart system.
- Purchase must not exceed $30 per item.
- Total cost of items must not exceed 10% of allocated funds.

**Food**
- Food cost must not exceed 20% of allocated funds.
- Up to 100% of agency funds can be used for food.

**Payments or Reimbursements**
- Contact Kassie Suggs ksuggs@uga.edu in FACS (allocated) or the Dean of Students Business Office (agency) for processing.
- Supporting documents will be needed.