

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.