Event Submission Checklist

Complete this form for events that are publicized for the MSOE community.

Before completing the Event Submission Form student organizations **must** have completed the following:

- Have an outline of your event, including description, roles and responsibilities, volunteers, etc
- Have set a budget for the event (If using student organization funding, have received prior approval)
- Have publicity created and ready for print and digital distribution
- Have been **approved** through 25Live for space and resources request

Submit Event Submission Form Here