



Boston University Chobanian & Avedisian School of Medicine

Student Activities Event Planning Checklist

Last Updated 7/13/2026

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Event Planning Requirements

- Meet with Dean Sanchez and Royisha at least **2 weeks prior to** finalization/publication of the event if the event includes any of the following:
 - More than 50 attendees
 - Weekend events
 - Estimated budget of \$500 or greater
 - Contact with patients/community members
 - Travel
 - Non-medical school/BUMC collaborators
 - Minors
 - Outside vendors (before
 - Movie/film screening must follow these guidelines
 - Put your event on the [Student Activities Calendar](#) - Required of all SCOMSA-funded events, and strongly encouraged for all events. **Limit 2 events per time slot**
 - 25Live delegates should **reserve a space** for your event on [25 Live](#) **AT LEAST 5 business days** in advance of your event. Rooms on the 6th floor are *not* reservable. Please contact Royisha regarding reserving **Hiebert and L405** to make sure the room is appropriate for the event. [Complete form.](#)
 - Submit [food and catering](#) requests **AT LEAST 5 business days** in advance of your event
 - Email Royisha if you are looking to place a Chequers order
 - You will receive an order confirmation 2 business before your event
 - Submit [Supplies Order Form](#) if you need items **AT LEAST 2 weeks** in advance of your event
 - You will be notified when your order is delivered and ready for pickup
 - Purchases made by students on Amazon **cannot** be reimbursed
 - Check the SCOMSA closet for available supplies. [Please find the SCOMSA Closet Inventory with instructions here!](#)
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- Keep track of your available [budgets](#)— SCOMSA and/or your group's MSOF account (funds from donations or fundraising, held by SAO)
 - Apply for [ad hoc funding](#) if needed, in advance of event or purchases
- Any student organization involved with participants under age 18 must have completed the [Protection of Minors Training](#) and send Royisha proof of completion for all participants.
- Outside vendors
- Any activity that involves procedures performed on patients must have documented training of participants involved prior to the activity. Please send documentation of training to Royisha Young and Dean Sanchez.
- Planned activities must be discussed with your faculty advisor
- For planning assistance, contact Royisha Young, Student Affairs Coordinator (youngra@bu.edu). Office hours Wednesdays at 12pm or via email.

Social Media and Event Promotion

- Submit the activity to the [Student Activities Calendar](#) and/or the [Student Affairs Digest](#) by the Wednesday before the event (pictures, flyers, or graphics encouraged)
- Student Groups **ARE NOT PERMITTED** to email Class Listservs
- Promote events on groups' social media accounts
- Advertise on the L Lobby and MSR digital bulletin boards: Email medcampuscomm@bu.edu
- **No paper flyers permitted on the medical campus**

Flyer Formatting Guidelines

Have the poster/flyer approved *prior* to publicizing by the Office of Student Affairs (email Royisha Young, youngra@bu.edu)

Content

- The full name of the sponsoring organization
- The nature of the program
- Include "Open to MD and PA students"
- Date, time, and place of program
- Example: **November 2 at 1-2 p.m.**
- **Time formatting: 1-2 p.m.**

Format

- Font size and style must be easily legible
- Banner styler (best for digital advertisement) or [square images](#) (best for the Digest and social media) are preferable for flyer advertisements
- The university seal may never be used in student organization promotional material.