

STANDARD OPERATING PROCEDURE

Student Organization Events & Meetings

All student organizations planning an event or meeting must submit the *Student Organization Event Request Form* at least 2 weeks prior to the event. GMS will be able to assist you best by early planning.

If your group would like an event or meeting advertised, please fill out our *GMS News and Event Submission Form*.

All student organizations hosting an event or meeting must adhere to the *Guidelines for Financial Reimbursement for Alcohol and Food at GMS Events*.