

Oliver Hill Scholars Bi-Weekly Program Student Event Checklist

To ensure that all necessary portions of your program have been covered, please be sure to complete the following task according to the noted time increments.

3 Weeks in Advance

- Submit an explanation of your program to Dr. Cade for approval
Proposal should include
 - ❖ Schedule of events
 - ❖ Names of participants
 - ❖ Budget request

2 Weeks in Advance

Submit these items to Ms. Gibson

- Indicate special setup for the entire room and technical needs.
- If applicable a menu for your event.
- Submit all printing needs (flyers, posters, programs, etc.)
- If applicable, submit any check request needed.