How to Make a GSSA Event Request

The Event Request procedure has **2 STEPS. Detailed instructions for each step are provided below.**

1. Create an event request in WaveSync through GSSA 3+ Weeks before the Event Date.

2. Apply for GSSA Funding Approval at the next assembly meeting (must be before event date). Fill out the form to submit your request to the agenda by Sunday @ 5pm before the Assembly Meeting.

STEP 1: Create an event request in WaveSync through GSSA 3+ Weeks before the Event Date.

1. Make sure you are a member of GSSA's WaveSync page. If you are not, email the secretary as far in advance as possible.

    Tulane WaveSync Home: https://tulane.campuslabs.com/engage/

    GSSA WaveSync Home: https://tulane.campuslabs.com/engage/organization/graduate-studies-student-association

2. Once you've signed in to your account, click on the Arrow-Triple-Bar in the top-left corner to expand the menu options.

3. You should see a menu bar starting with a pictograph of a house, calendar, person, etc.. On the bottom-half of this menu bar, there is a collection of the organizations of which you are a member. **Hover** over the grey-G to access GSSA: select "Events" from the drop-down menu, and then select "Create Event" from the top-right (blue button).

    - see images on following pages!

4. Fill out the prompts given the details of your event.

    Event Visibility: Make available to Organization Members Only, or Invited Only.
    Organization Category: Select "USG, GAPSA, & Departmental Organizations"

STEP 2: Apply for GSSA Funding Approval at the next assembly meeting (must be before event date). Fill out the form to submit your request to the agenda by Sunday @ 5pm before the Assembly Meeting.

1. **At least four days before** the GSSA meeting preceding your event, place an Online Event Request through Google Docs. For example, for a Thursday meeting, all event requests would need to be placed **before 5pm** on the preceding Sunday. Events may only be approved BEFORE the event takes place. Late requests will not be included in the agenda and will not be brought up for a vote. Events can be requested several months in advance.

2. For recurring events, such as weekly or monthly meetings, a separate request must be placed for **each** event.

3. If the amount requested for an event is greater than $300, an itemized budget for the event must be sent to the GSSA treasurer when the request is submitted. Lack of an approved itemized budget will lead to the omission of the event from the agenda. This budget must include estimated number of attendees, cost of materials requested per attendee, and any other line items unique to the event (rental, usage, security fees etc.).

4. Please be available for communication via email in the days leading up to the meeting in case the treasurer needs to contact you with any last minute questions regarding your event.

5. You must come to the meeting and should be prepared to give a brief description of the event including the amount requested and reason for the event. You should be ready to answer questions about your event. If you cannot make the meeting, find a proxy to fill in. Unrepresented events will be pulled from the agenda and not be voted on.