

University of Alberta Medical Students' Association Event Checklist

Please use this checklist when organizing any events. Any questions can be directed to msavpinternal@ualberta.ca. Please ensure sufficient time to complete all forms & checklists and get appropriate help for any unclear areas.

*Please note that all off-campus and/or events serving alcohol must be organized and a form submitted a minimum of 6 weeks in advance.

You DO NOT need to follow this checklist if your event fits the following description: on campus, no alcohol, no risky activity. (I.e.: lunch hour talks do not need to complete this form). You can proceed directly to the "Event Submission" to submit your event to the calendar. To submit to The Steth eNewsletter, please go to The Steth tab on the MSA website.

*YOU SHOULD complete this form if your event includes one or more of the following: is off campus, and/or with alcohol, and/or with physical activity, and/or risky activity.

Group to complete:

- Event planning form
- Itinerary
- Copy of Advertisement or logo
- Ensure members have AA and SIPS training
(Alcohol Awareness Seminar:
To register, email clubs@su.ualberta.ca with the following:
First & Last Name, Student ID, UAlberta email and Student Group Name)

Group to complete only if needed:

- Travel form if off campus (to be filled out on Bears den)
- Alcohol forms and ancillary forms/SIPS training if alcohol event
(To be downloaded from the ancillary services website)

VP INTERNAL to forward all files to SGS manager for approval (CC group)

Ask the SGS manager to CC Risk assessment if the VP Internal feels waivers are needed, or if the manager feels waivers are needed.

Group to submit to the Steth and the MSA calendar

POST EVENT:

Please consider sending some photos to the VP external (msavpext@ualberta.ca) to upload to our MSA Facebook page