School of Business
Procedures for Registered Student Organizations

Request Posting of Event Information to Building Monitor System

Student Responsibilities:
- All information must flow through the faculty advisor(s) for the organization, to ensure accuracy and completeness of information and involvement of the faculty advisor(s).

- The students responsible for planning the event will designate one student to email the relevant information to the faculty advisor(s) for review and approval, and the faculty advisor(s) will forward the information to the staff member in the School of Business Chair's Office who will post the approved information.

- Electronic submission of information is required; attached PowerPoint format is preferred, for easy inclusion on the monitor system.

- If the information is an announcement instead of an event, include information in the email regarding how long the announcement should remain on the monitor system, so that it can be set to expire at the appropriate time.

- Timely submission of information is appreciated. Since the information has to be reviewed and forwarded by the faculty advisor(s) before being posted, please allow time for the review and the posting to happen, so that the event information can be posted with ample time before the event.

RSO Faculty Advisor Responsibilities:
- After receiving an email from the student responsible for planning the event, review the information for accuracy and completeness—all relevant information must be included (relevant information may include some or all of the following: title of event, organization(s) sponsoring the event, date, time, location, description of event, who is invited to the event, dress code, etc.).

- If all information is accurate and complete, the faculty advisor will forward the information by email to the School of Business Chair's assistant, Patty Watson, pawatson@eiu.edu

- If the information is an announcement instead of an event, include information in the email regarding how long the announcement should remain on the monitor system, so that it can be set to expire at the appropriate time.

Book a Room in Lumpkin Hall

- Rooms must be booked through Campus Scheduling and need advisor approval. To do this online, the advisor can go to http://www.eiu.edu/union/campus_scheduling.php. Under Client Forms, choose Facility Requests and complete the form. Campus Scheduling will get back to the advisor.
- Students are allowed to pick up a paper form at Campus Scheduling, M-F, 8am-4:30pm, Room 2420 in the University Union, complete it (including the advisor's signature) and return it.