



# SO Funding Board Presentation Suggested Guidelines

The SO Funding Board asks that Student Organizations (SOs), who have completed the required application on UWConnect, also come present their event to the Funding Board. The Funding Board meeting time changes every semester. You can find where they meet and when at [uwyo.edu/asuw/committees/fundingboard](http://uwyo.edu/asuw/committees/fundingboard)

The following guidelines are here to help you prepare for your presentation and understand some of the questions that may be asked of your SO after the presentation. **If you have questions about this process or the funding board application, please contact the ASUW Director of Finance and Student Orgs at [asuwexc7@uwyo.edu](mailto:asuwexc7@uwyo.edu) or the Funding Board Committee Chair, which can be found on the Funding Board Committee webpage.**

*Your presentation will be informal and powerpoint presentations are not required. The presentation should last anywhere from 5-10 minutes and will include a brief Q & A session following the presentation. Presenters may include one member or numerous members of the SO but they must be knowledgeable about the event **AND** the budget. Below are some general speaking points that **should be covered** in the presentation.*

- A brief introduction of your event
- If you are having a performer or speaker at your event, please describe each as well as what they will be doing at your event
- Why is this event important to your SO?
- How do you expect students to benefit from this event?
- How many students are involved in the planning/facilitation of this event?
- Have you sought outside funding, if so where will your outside funding be applied?
- Any other information you might have that will better explain your event for funding purposes.

**If this is a new event your SO is hoping to facilitate, please also be able to answer the following questions:**

- How many students do you expect to be at this event? How are you going to record attendance at this event?
- How are you going to advertise this event to reach out to students?

**If this event has occurred in past years, please also be able to answer the following questions:**

- How many students attended your event in previous years? What expectations do you have for attendance this year?
- What are you hoping to improve upon with this event from when it has occurred in the past?
- What resources did you use that were successful in informing the campus of your event? How will you improve upon this to increase attendance this year? Did you include sponsors of your event on your advertisements?
- Did the event stay within budget, complete all the required documentation, and submit the post event evaluation within the allotted deadlines?