



SHSU EMPLOYEE EXPRESSIVE ACTIVITY FLOW CHART

Have you confirmed space for your event?

YES

NO

Will you have a guest speaker who will be open to the public?

YES

NO

Contact the LSC for assistance with reserving space. After confirmation of space is received, proceed through the YES section of this flow chart. Call 936-294-1759 or email reservepublicforum@shsu.edu for assistance.

The Woodland's Campus and Osteopathic Medicine
(contact campus administrators)

Have you submitted the Off-Campus Speaker Request Form?

YES

NO

See Marketing Materials Question

Submit Off-Campus Speaker Request Form. After you receive confirmation of your request, refer to marketing materials question.

Have your marketing materials been approved?

YES

NO

EVENT IS SET
**Institutional Funds*

Call 936-294-2714 or email expressiveactivity@shsu.edu

After you have received approval your Event is Set!

Does your event require the use of institutional funds?

YES

NO

EVENT IS SET