* Major Events that are going to be planned (in the future... get on this shit)
  + Go to Jackie in the Event Planning center and fill out the Event Planning Form ONE MONTH BEFORE AN EVENT! BFD!!
  + Also you need a contract with a caterer that Event Planning Center needs to approve of because we have kosher food and the main caterer is not kosher
    - Get a quote from the Caterer FIRST and give it to JACKIE in the event planning center!
  + take the Event Planning Form (as well as the allocation form, combined with the EPF)to the Finance Board - 3 WEEKS BEFORE THE EVENT!!
    - Treasurer goes to the Finance board meeting!!
    - NEVER EVER EVER EVER Ask for Food Funding!
      * Loophole! If it is very far in advance and if it is a cultural or great event (like Oktoberfest! - talk to Jen)
  + Once the EPF is submitted, go to commonvision (3 WEEKS IN ADVANCE)
    - ask for a marketing package (perferrably the #3 package)
  + After your event!
    - send in a post event form
    - KEEP ALL THE RECEIPTS and give them to the event planning people including caterer quotes and anything financial