

SHSU EMPLOYEE EXPRESSIVE ACTIVITY FLOW CHART

Have you confirmed space for your event?



NO

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





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?

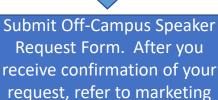


Have your marketing materials been approved?

NO

Does your event require the use of institutional funds?

See Marketing Materials
Question



materials question.

YES



YES

Call 936-294-2714 or email expressive activity@shsu.edu

After you have received approval your Event is Set!



EVENT IS SET