

**CULTURAL EVENTS BOARD
PROPOSAL DEADLINES
2009/2010**

September & October Events (2009)

SOFO Budget Review Deadline	July 09	(TH)
Last day for budget approval	July 13	(M)
1st Reading	July 20	(M)
2nd Reading	July 27	(M)
Event Meetings w/SOFO	July 30-Aug 05	(TH-W)

November & December Events (2009)

SOFO Budget Review Deadline	September 3	(TH)
Last day for budget approval	September 8	(T)
1st Reading	September 14	(M)
2nd Reading	September 21	(M)
Event Meetings w/SOFO	September 29 – Oct 9	(T-F)

January & February Events (2010)

SOFO Budget Review Deadline	September 24	(TH)
Last day for budget approval	September 28	(M)
1st Reading	October 5	(M)
2nd Reading	October 12	(M)
Event Meetings w/SOFO	October 15-21	(TH-W)

March, April & May Events (2010)

SOFO Budget Review Deadline	December 3	(TH)
Last day for budget approval	December 7	(M)
1st Reading	January 25	(M)
2nd Reading	February 1	(M)
Event Meetings w/SOFO	February 4-12	(TH-F)

The Student Organizations Finance Office (SOFO) must review and approve ALL event budgets BEFORE they may be submitted to CEB for consideration.

“SOFO Budget Review Deadline” is a mandatory budget review deadline. All groups must have their budgets reviewed by the SOFO events coordinator before the deadline date. Do not miss this deadline!

Groups have until the “Last day for budget approval” to finalize their proposals for final SOFO review (do not wait until the last minute!). Please call 492-6366 for an appointment. Proposals cannot be submitted to CEB without prior SOFO review and signature.

Please bring your completed proposal with you to SOFO, UMC 231 for this review meeting. Space must be confirmed, in writing, before budgets can be approved.