



D.I.C.E. Funding Checklist



Refreshments

If you are requesting funding for refreshments, you must order your food and drink through Chartwells Catering. Please follow the checklist below to ensure your order is correctly processed and paid for by D.I.C.E.

- Call 651-2511 or visit <https://semo.catertrax.com> to research cost information for the refreshments your organization is interested in purchasing.
- If you are allocated funds for refreshments, call 651-2511 or visit <https://semo.catertrax.com> to place an order from Chartwells.
- The Coordinator for Campus Programming will email a signed D.I.C.E. Approval Form for the allocated amount at the end of the budget request meeting to Chartwells.
- When placing your order for catering, refer the staff to the emailed voucher or to use DICE as campus billing.
- Place an order that fits within the dollar amount allocated to you. If you spend over that amount, please ask the Chartwells representative to send your organization a separate invoice, as you will be responsible for those charges.
- Please note if you have to cancel an event, you **MUST** give Chartwells **72 hours notice** or **YOUR ORGANIZATION (not D.I.C.E.) will be billed** for your purchases!
- If Chartwells is unable to accommodate your food and beverage needs, please contact the Coordinator for Campus Programming for details about other arrangements.

Publicity/Copies

All publicity purchased by D.I.C.E. must be printed by the University Copy Center located in Parker Hall. Please follow the checklist below to ensure your order is correctly processed and paid for by D.I.C.E. Please remember all events sponsored by D.I.C.E. must include the D.I.C.E. logo.

- The Coordinator for Campus Programming will email the organization's contact person a copy of the D.I.C.E. logo immediately following the budget request meeting.
- Once publicity is designed, email the Coordinator for Campus Programming an electronic copy of the document for final approval. Please send a PDF file.
- If the publicity is approved, submit your document to the University Copy Center in Parker Hall or by email at copycenter@semo.edu.
- Have the following information when you place your order:
 - Your name & phone number
 - Organization Name
 - Event Name & Date
 - Number of copies
 - Type of copies (black & white, color, etc.)
 - Color of paper (be specific!)
 - Time and date of pick-up or delivery instructions
 - Any special instructions (folding, stapling, etc.)
- Once publicity is approved and your order is placed, the Coordinator for Campus Programming will submit a signed copy of the University Copy Center D.I.C.E. Approval Form on your behalf.
- Place an order that fits within the dollar amount allocated to you. If you spend over that amount, please ask the Copy Center staff to send your organization a separate invoice, as you will be responsible for those charges.



Performer or DJ Services

Any performer or DJ must sign a contract with the University. Please follow the checklist below to ensure your order is correctly processed and paid for by D.I.C.E.

- Once talent has been scheduled **by YOU**, please provide the following information via email to the Coordinator for Campus Programming **at least four weeks** prior to your event:
 - Your name
 - Organization Name
 - Event Name
 - Name, address and telephone number of performer or DJ
 - Company name (if applicable)
 - Date & time of performance
 - Agreed price for performance (up to \$350)
 - Name check should be made out to
 - SS# or Federal ID# of performer/DJ
(You may call with or deliver this info, as email may not be a secure form of communication.)
- The Campus Life office will send the contract to the performer/DJ to be signed. Please note that contracts must include the original signature of the performer.
- Once the signed contract is received, the Campus Life staff will have the contract processed for payment.
- The performer/DJ will be paid by official University check on the day of the performance or event. Checks must be picked up by the programmer (**YOU!**) on the day of the event in the UC, Room 414.
- Please note that at least 2 weeks are necessary for the University to write a check. Contracts submitted less than 2 weeks prior to the event will not be guaranteed payment the day of the performance. If checks are not issued on the day of performance, performers will receive payment via U.S. Mail.

Facility Rental

If you have received funding to help support a facility rental fee, Evening Social Functions fee, student labor, or general tech costs on campus, please take the following steps to ensure correct payment from D.I.C.E.

- Reserve your venue before requesting funding from D.I.C.E.
- The Coordinator for Campus Programming will email a signed University Scheduling D.I.C.E. Approval Form for the allocated amount at the end of the budget request meeting to the appropriate venue.
- D.I.C.E. will be billed for the amount allocated. Any additional expenses will be billed to the organization directly.

Other Items

If you have been allocated funding for items that require reimbursement (any expenses that do not require a contract, do not have an invoice, and are not through campus offices), please follow these steps to ensure you are reimbursed for all your expenses.

- The Coordinator for Campus Programming will give you a tax-exempt form at the end of the budget request meeting. You should be able to use the same tax-exempt form at every shopping location.
- Track spending to ensure you do not spend more than what was allocated in each category of the budget.
- Once your event is complete, bring the ORIGINAL receipts to the Coordinator for Campus Programming, and fill out the reimbursement information.
- Please make sure you indicate if a PERSON or the ORGANIZATION should be reimbursed.
- Reimbursement will take 2-3 weeks. The Campus Life office will contact you when checks have been received and are ready for pick-up.