SEE Concert

1. Student Org must have ALL sufficient fund to cover all costs of the event pre-ticket sales
   1. Student organization will receive all ticket sales after all bill are paid.
2. Representatives from Student Org must propose event to SEE Board (Wednesdays at 5pm)
   1. Must propose at least 10 weeks in advance of concert.
   2. A three-fifths (3/5) affirmative vote, of voting members present, is required for approval of any item. Abstaining is only appropriate if the voting member: a) was involved in the proposal of the item or b) was absent for the majority of the proposal given and/or discussion that followed.

### If SEE Board approves the event – The SEE Director in charge (usually Concerts Director) will reach out to the Student Org and set up a meeting to sign MOU ([Memorandum of Understanding](http://www.investopedia.com/terms/m/mou.asp))

### SEE Director and 1 Student Org representative will set up weekly meeting to discuss and plan the event.

### SEE will manage like a normal SEE concert – contracts, event management, tickets, promotions, productions, etc. Representative of the Student Org will assist the SEE Concerts Director.

### Proposal –

### Fill out SEE Review Board Application found here: <https://see.umd.edu/co-sponsorship/>

### EMAIL TO [seepresident@umd.edu](mailto:seepresident@umd.edu) and SEE advisor Laura McGrath [lcm@umd.edu](mailto:lcm@umd.edu) along with date Student Org plans to propose to the event and Concerts Budget spreadsheet.