**What to Consider When Presenting Before the**

**Council of Clubs (COC)**

***Meet with Student Leadership Development***

Meeting with SLD before your COC meeting can help you iron out any additional details before presenting. These details can include unexpected costs (such as security or catering fees) and additional suggestions. This can help ensure that the final amount you are requesting is as accurate as possible.

***Pick the Right Presenter***

It is important to select a member of your organization that is knowledgeable about your proposed event. COC representatives may ask questions that will be vital to their final decision. Your presenter should be able to easily answer these questions and provide additional information if necessary. If they do not, your final funding decision can be delayed or even denied.

***Be Conscious of Your Time Limit***

Council of Clubs Representatives will review several event-by-event funding, and new charter proposals during any given meeting. Your presentation will typically be limited to 2-3 minutes with additional time for questions. Please be sure to review and practice your presentation to ensure that it will fit into the time allotted.

***Provide Back-Up Information***

While there is no one right way to present information, it helps to provide back-up materials (brochures, fliers, quotes, etc.) to give the representatives a better understanding of your event. Whether you decide to assemble a packet of documents or create folders, find a way to make this information easily presentable and accessible. Also be sure to have enough copies for the entire Council of Club Representatives – totaling approximately 18 students. (Be sure to contact the Council of Clubs Chair for accurate numbers.

***Come Prepared***

Some questions Council of Clubs Representatives may ask about your event or organization may include:

* How does this event benefit the NEIU community?
* How does this event fulfill your clubs mission?
* What are the most important aspects of your event?
	+ Things that cannot be cut
* How does your event appeal to a diverse group of students?
* Have you invited any other clubs to help in the planning/execution of your event or be co-sponsors?

Should you have questions pertaining to the Council of Clubs (COC) or its process, please contact Student Leadership Development Director Veronica Rodriguez:

(v-rodriguez9@neiu.edu).