# Checklist for Bills/Resolutions

|  |  |
| --- | --- |
|  | Is the name in the header and the name in the title the same? |
|  | Is the session number correct, and does it have the correct super script? |
|  | Is the bolded GMU sentence all in one line? |
|  | Does the bolded GMU sentence say Student Senate/Government correctly? |
|  | Is the date of the first reading correct and is the superscript correct? |
|  | Did you put yourself down as sponsor? |
|  | Do you have a cosponsor? |
|  | Are your cosponsors just written as Senator/Chairman and then last name? |
|  | Do you have an ‘and’ in between your co-sponsors if you have more than one? |
|  | On bills do you have the footer including the amount spent and admin lines? |
|  | Is the font Times New Roman and 12 points? |
|  | Do you have the correct semi-colons? |
|  | Does your last clause say ‘finally resolved’? |