Event Planning

I. Plan Early
   a. Minimum 4-6 weeks in advance
   b. Include all Club Members in planning
   c. Meet with Club Advisor(s) and Student Life Coordinator to discuss idea for feasibility

II. Identify and Assess Needs and Interests
   a. Who is your audience?
   b. What is needed for your event?

III. Develop the Purpose
   a. What is the goal?
   b. What do we want our audience to take away from this program? (outcomes)

IV. Brainstorm Program Ideas

V. Select a Program
   a. Assess feasibility
   b. Assess inclusiveness
   c. What are the available resources?
   d. Ensure adequate volunteers to plan and execute program
   e. Determine Promotion Materials
   f. Search out Support
   g. Prepare Budget and Timeline
      i. Realistic budget including
         1. AV/Lights
         2. Security, if needed
         3. Food
         4. Decorations
         5. Publicity
         6. Table/Chair Rental
         7. Space Rental
         8. Custodial Services
         9. Podium/Stage Rental
   h. Secure Funding
   i. Prepare Detailed Budget

VI. Delegate Tasks
   a. Set Clear Deadlines

VII. Publicity
   a. Determine promotional techniques
   b. Schedule publicity dates
   c. Arrange coverage of event through Student Life Center, if possible
   d. Evaluate successes, note failures, keep records

VIII. Finalize
   a. Confirm reservations, etc
   b. Plan set up and tear down crews
c. Check publicity
d. Disability access
e. Recycling/Trash

IX. Supplies
a. Tablecloths
b. Tape, staples, pens, markers, flip charts
c. Printed Programs
d. Nametags
e. Maps, signs
f. Cash box and change
g. Decorations
h. Trash bags
i. Water/Snacks for speakers

X. Complete Process
a. Remove publicity within 24 hours after event
b. Send Thank Yous
c. Hand in receipts, make payments
d. Obtain feedback