

STUDENT ORGANIZATIONS: EVENT PLANNING GUIDE

All on-campus events must be approved through the Special Events Committee using the Special Events form. This is meant to be a guide--not all checklist items will apply for each event.

- Before you start (pre-planning)

 - ✓ Develop an idea. Ask yourself: What's our goal and what events could help meet our goal?
 - ✓ Review budget

- 2 months out:

 - ✓ A date for your event must be selected
 - ✓ An approved facility must be reserved. For On Campus Events, this includes a [Special Events form](#) with president and advisor approval
 - ✓ A timeline must be established
 - ✓ Who's Who? – Who's making decisions? Who's the point person?
 - ✓ Who's funding it? How will this impact the event?
 - ✓ A meeting with DPS, facility manager, Coordinator of Student Organizations & Leadership, and Coordinator of Greek Life (if applicable)
 - ✓ Parking office must be contacted so that they are aware of the date/time?
 - ✓ How many officers will be needed to staff the event? Who's paying?
 - ✓ Review overall budget for event –including cost of officers, venue, lighting, sound, etc.

- 1 month out:

 - ✓ Solicit volunteers and compile a list to be shared at the meeting two weeks out from the event.
 - ✓ Ticket sales must be set up with box office if necessary
 - ✓ Established capacity with venue manager and box office
 - ✓ Facility walk through will be completed with DPS, facility manager, student organization representative, and student organization faculty/staff advisor
 - ✓ A list of items that still need to be done/completed
 - ✓ Insurance purchased (if required by special events committee)
 - ✓ All vendors finalized, contracts on file, and reviewed (DJ/MC, equipment)
 - ✓ Market the event in a variety of ways (see [marketing resources](#))

- 2 weeks out:

- ✓ Final walk through will occur with DPS, student organization representative, student organization faculty/staff advisor, facility manager to go over any equipment needs, power needs, lighting, power plug-in choices, etc.
- ✓ Items needed have been purchased or gathered by the student organization.
- ✓ Volunteer list finalized and a decision has been made about volunteer apparel (orange vests available from the Assistant Director of the Student Center)
- ✓ Parking information has been communicated by the organization to their possible guests.

- 1 week out:

- ✓ Final sit down meeting with all collaborators to review expectations, roles, and rules
- ✓ Confirm ticket sales and audience size
- ✓ Develop a minute-by-minute timeline and share with all collaborators and volunteers including:
 - Set-up/sound check times
 - Transition times
 - Take down and clean up

- Day of the event:

- ✓ All volunteers arrive 2 hours-45 min. early depending on set-up
- ✓ Assign, train, and supervise volunteers
- ✓ Conduct set-up of event
- ✓ Put up signage, displays, and registration materials
- ✓ Meet vendors to get them set up 1 hour early if applicable
- ✓ Designate door open time and place volunteers/people to greet guests and manage lines
- ✓ Take pictures/document the event
- ✓ Clean up event. Throw out trash/recycling or make sure all materials are in place and in good condition to return

- After/week following event:

- ✓ Debrief the meeting with all collaborators such as DPS, the student organization representative, the student organization faculty/staff advisor, facility manager, etc.
- ✓ Evaluate and assess the program (e.g. send out a survey)
- ✓ Compile all planning documents and place in a transition binder/shared drive

***NOTE on CANCELLATIONS: If at any point you need to cancel the event, let Event Planning and all collaborators know immediately. Depending on the time of cancellation, **the Student Organization is responsible for all fines required by Event Planning's, Department of Public Safety's, and the Ticket Office's policies.**