

Planning
an event?

Program Planning Guide

Don't know
where to start?

Here are some helpful hints for how to plan a successful program!

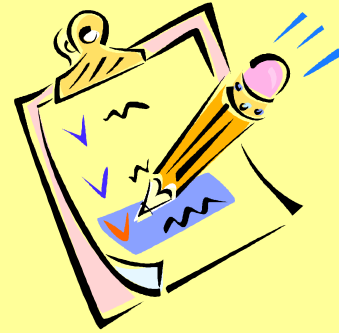
Questions to ask in the beginning:

- What is the purpose of the event?
- What do you hope to accomplish through this event and how does this help your organizational goals?
- What will be the estimated cost of the program? Do you need funding assistance?

Planning Steps:

1. Identify the Basics

- When and where do you want to hold the event?
- Who will attend the event?
- How many people are you planning to have at the event?
- What type of advertisement will you need to do?
- Will you need to request funding from Campus Life?



2. Organize the Logistics

- Has the venue been reserved?
- Have you submitted a budget request to Campus Life?
- Will you have food? If so, what type?
- When will you begin publicity and how will you publicize the event?

3. Event Implementation

- Who is assigned to do what tasks?
- Have you given each student a reasonable amount of time to accomplish the task?
- Are there responsibilities during the event that need to be delegated to members?

4. Post-event Assessment

- What went well with the event/program?
- What could be improved?
- Did the event/program meet its goals?
- Was the event a success?
- What would you do differently next time?
- Should this event be held again?

Remember, the key to a successful event is pre-planning and taking care of all of the details in advance! This will cause less stress prior to and during the event. Involve all of your members in the process so that everyone is invested in what you are trying to accomplish. And lastly, have fun!