

Preparing for Your Event Backward Calendar

Months Prior to the event:

- Meet with your committee members to discuss planning an event – decide what is needed at your campus and focus on your target audience
- Meet with your advisor to discuss the committees ideas
- Research entertainers/speakers through contacting entertainment agencies – find out pricing, availability, travel, technical requirements, etc.
- Submit a formal event proposal with a well outlined budget to the committee
- Submit the University Center “Student Organization Space Request Form” to reserve a room for the event

Four Weeks Prior to the Event:

- Submit the entertainer/speaker contract for university approval
- Set Deadlines for the task that need to be completed – develop an event checklist
- Meet with your committee and outline responsibilities for each person for the event
- Brainstorm marketing ideas

Three Weeks Prior to the Event:

- Turn in Student Affairs Design Request Form for marketing material
- Check on the progress of the contract within the university approval system
- Beverage Request Forms should be turned into the Student Activities Office
- Complete all publicity arrangements

Two weeks Prior to Event:

- Arrange for food service from Sodexo
- Turn in a University Center “Equipment/Furnishings Only Request” for tables, stage, chairs, technical needs, etc.
- Distribute publicity
- Place tickets on sale to the public

One Week Prior to Event:

- Meet with your committee to outline the responsibilities of each person at the event
- Create program evaluations to handout after the event
- Confirm the entertainer/speakers arrival time and make arrangements

- for their transportation if needed
- Create an itinerary for the day and event – distribute to your committee, advisor, and the UC
 - Make sure you have people to work at the event

The Day of Your Event:

- Check with the UC to make sure they have the equipment ready and appropriate room setup
- Confirm that all tasks are complete
- Meet with your committee prior to the event for last minute instructions
- Supervise entertainer equipment load in and out
- Hand out program evaluations and pencils at event

After the Event:

- Clean up the event venue
- Thank the artist and provide him/her with payment
- Collect audience evaluations
- Complete a program evaluation form with your committee
- Take down publicity around campus
- Send thank you notes & thank your committee