

The background features a dark blue field with numerous thin, light blue vertical lines of varying heights and positions, creating a textured, rain-like effect. A light blue rectangular box with a thin yellow border is positioned on the left side of the image, containing the title text.

EVENT PLANNING TIPS

Develop Goals and Objectives

- Establishing goals and objectives for your event/meeting can be made easy by asking yourself/group the following questions:
- What is the purpose of this event/meeting?
- What type of event/meeting will this be?
- What are the desired outcomes of this event/meeting?
- Who is the intended audience?
- What value does this event/meeting bring to the overall RSU community?
- Make a checklist covering all details of your event/meeting.

Establish A Budget

- Establishing a budget early on provides a solid foundation for any event or meeting
- Will you need funds from SGA or your own organization?
- Consider the following with establishing your event/meeting budget:
- Facility rental costs (ballroom, CC B & C)
- Equipment rentals (chairs, tables, audio visual needs, etc.)
- Entertainment
- Travel and accommodations
- Design and Printing for Promotional materials
- Décor
- Catering

"A budget
is telling your money
where to go
instead of wondering
where it went."

Dave Ramsey

Forms

- Event
- PO
- Travel
- Rsu.edu/sga under forms and documents



SGA Event Form

Personal Information

Club/Organization: *

Contact Full Name: *

Contact Email: *

Contact Phone: *

Advisor Name: *

Advisor Email: *

Event Information

Event Name: *

Event Date: *

Event Time: *

Estimated Attendance: *

Event Location: *

Have you reserved this space with the appropriate people? *

Event Form Cont'd

Describe the event (please be thorough):

*

In what way does this event serve your student organization?

*

In what way does this event serve the RSU or Claremore community?

Marketing Information

Is this event open to all student?

* -- Please Select -- ▼

Do you plan to chalk for this event?

* -- Please Select -- ▼

Please attach an electronic copy of the flyer (if applicable):

No file chosen

Event Form Cont'd

Marketing Information

Is this event open to all student?

* -- Please Select -- ▼

Do you plan to chalk for this event?

* -- Please Select -- ▼

Please attach an electronic copy of the flyer (if applicable):

Choose File No file chosen

Files over 25 Mb will not be accepted

Funding Information

Do you need SGA funds?

* -- Please Select -- ▼

Do you need your student organization funds?

* -- Please Select -- ▼

What will you be purchasing, if anything?

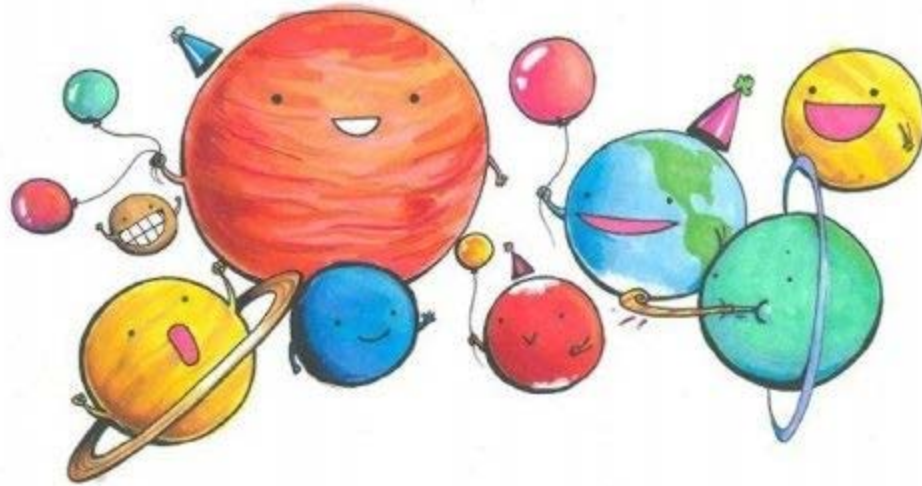
Item 1

Item Description:	<input type="text"/>	Purchase Order/Pcard:	<input type="text"/>	Number of Items:	<input type="text"/>
Vendor Name:	<input type="text"/>	Vendor Address:	<input type="text"/>	Cost per Item:	<input type="text"/>

Item 2

Item Description:	<input type="text"/>	Purchase Order/Pcard:	<input type="text"/>	Number of Items:	<input type="text"/>
Vendor Name:	<input type="text"/>	Vendor Address:	<input type="text"/>	Cost per Item:	<input type="text"/>

HOW DO YOU ORGANIZE
A SPACE PARTY ?



YOU PLANET.



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Select a Date, Time, and Location

- Plan your event as far in advance as possible.
- Select at least two dates, one preferred and one alternate date.
- Select a time that will work best for your intended audience.
- Select a location and connect with RSU Student Affairs to confirm availability.
- Be sure to consider the following when selecting a location:
 - How many people will be in attendance?
 - What type of space will you need?
 - Rain location
 - Will you have any equipment requirements?
 - Chairs
 - Tables
 - Audio visual
 - Other

Develop a Marketing Plan

- Informing your intended audience of your event/meeting is one of the most important elements of planning. Be sure to consider the following:
- What is your primary message?
- What format will you use to inform the intended audience of your event/meeting?
- Power Point
- Email
- Flyer/Poster
- Social Media
- Other



Develop an Event Agenda

- Planning how your event/meeting will run prior to the event is the best way to ensure success. Be sure to plan the following:
- Select a point person for the day of the event/meeting.
- If there will be a team of people helping with the event, make sure everyone knows what their role is and the expectations for the event/meeting. Share this information with the team a minimum of three days prior to the event.
- Have someone other than the point person assigned as to trouble shooting. If things don't go as planned. This person is the go-to for answers.
- Create a timeline for the order of tasks/activities during event/meeting.

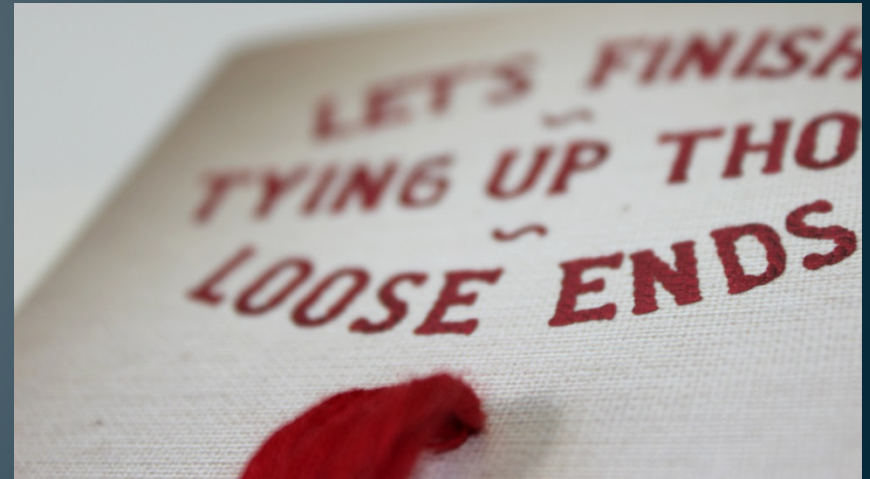
Who to Contact

- Physical plant for anything outside on campus or if you need tables, tents, or chairs outside
- Any administrative assistant for all buildings
- Daniel Wells/Susan Hammons, Sodexo for DCTC or anything with food
- Robert Gibs for the nature reserve
- Andrew Nichols for sound equipment
- Kyla in the Clubhouse for anything to do with dorms or spaces around the dorms



Last minute Details

- Tie-up any last minute details and loose ends at least one week prior to your event/meeting date.
- Double check, triple check, and look over your checklist one more time to ensure no detail has been overlooked. Check it one more time for good measure.
- If you have a guest speaker try to have diversity in who you have speak



Evaluate

- Evaluate how your event/meeting went. Ask your organization the following questions:
- Did this event/meeting meet the set goals and objectives?
- What went well?
- What didn't go well?
- What will be changed for the next event/meeting?
- You can use the Event Follow-up form on rsu.edu/sga

Review

- What do you do first?
- What is the budget?
- Where and When?
- What is our marketing plan?
- What is the agenda?
- What are loose ends?
- What is the last thing you need to do?



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