

EVENT PLANNING 101

Tips to Help You Plan An Event





Step 1: Consider Your Budget

What funding do you have available? Is there enough money in your organization's bank account?

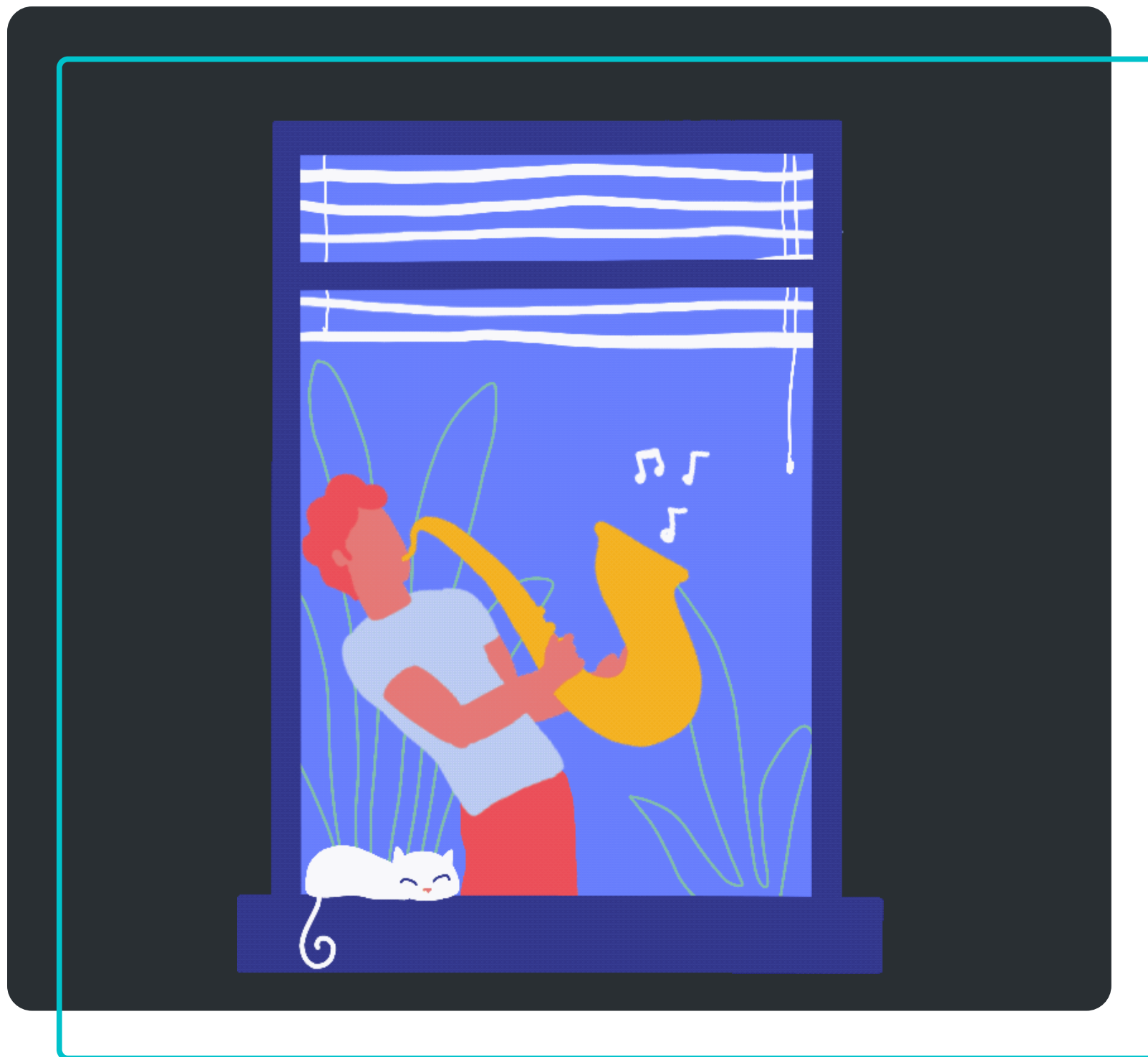
If not, do you need to fundraise or ask SOAC?

Choose your dates

Be careful the dates you select...

1. Are there conflicts with large university events? If so, find another date.
2. Is there space available? Look on EMS to see if your room would be available.
3. Make sure your members are available.
4. Do you have enough time to plan? Try to give yourself at least 1 month.





Reserve Your Space

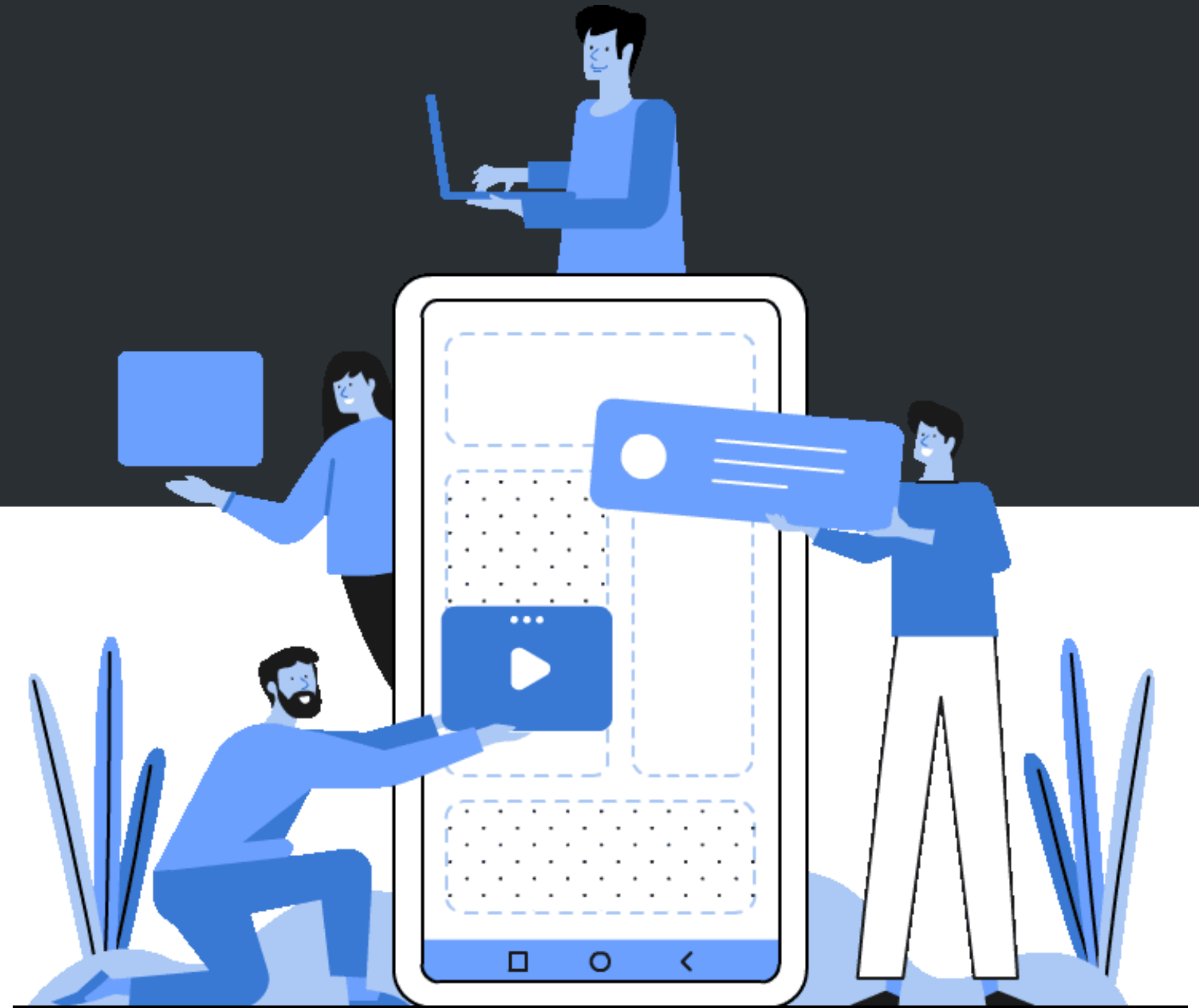
You can reserve your space through EMS, in the RSC Scheduling Office, or e-mail RSCScheduling@tamuc.edu.

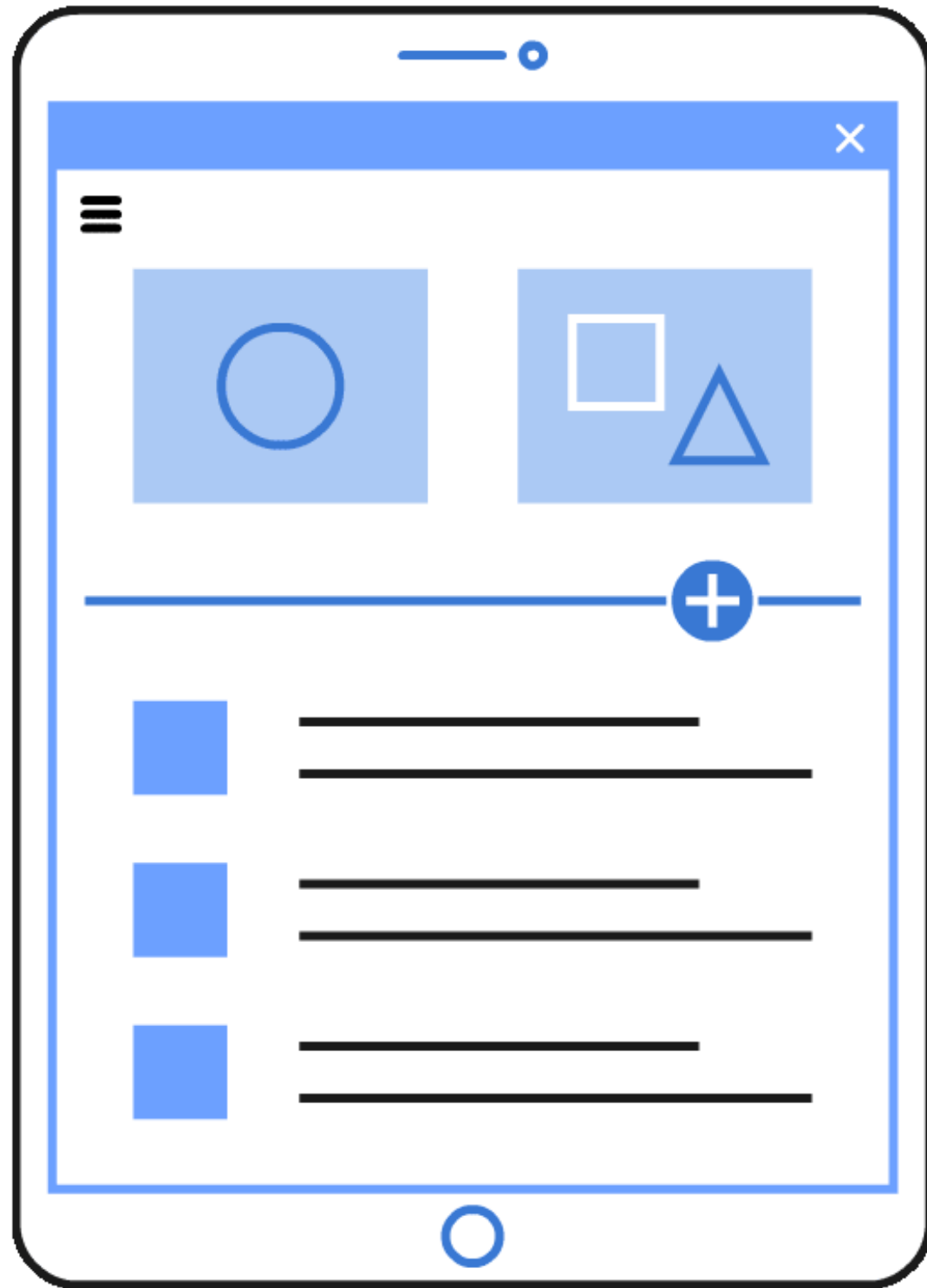
You may need to complete a risk assessment after you've reserved space, depending on your event.

Make sure you give setup information and all room needs. (Tech, chairs/tables, etc.)

Risk assessment

If your organization has to complete a risk assessment, it needs to be submitted to the RSC Scheduling Office **AT LEAST 1 WEEK** before your event. All risk assessments need to be signed by your organization Advisor.





Create an event plan.

What do you want the event to look like?

Think of the fine details and how the event would run. Put ideas and a plan down on paper.

Catering and Food

Booking in the student center

- Must use Sodexo
- Catering must be submitted at least 1 week in advance
- [Catering Website](#)

Booking outside student center

- You can use an outside source for food.
- You will need to follow food safety guidelines.

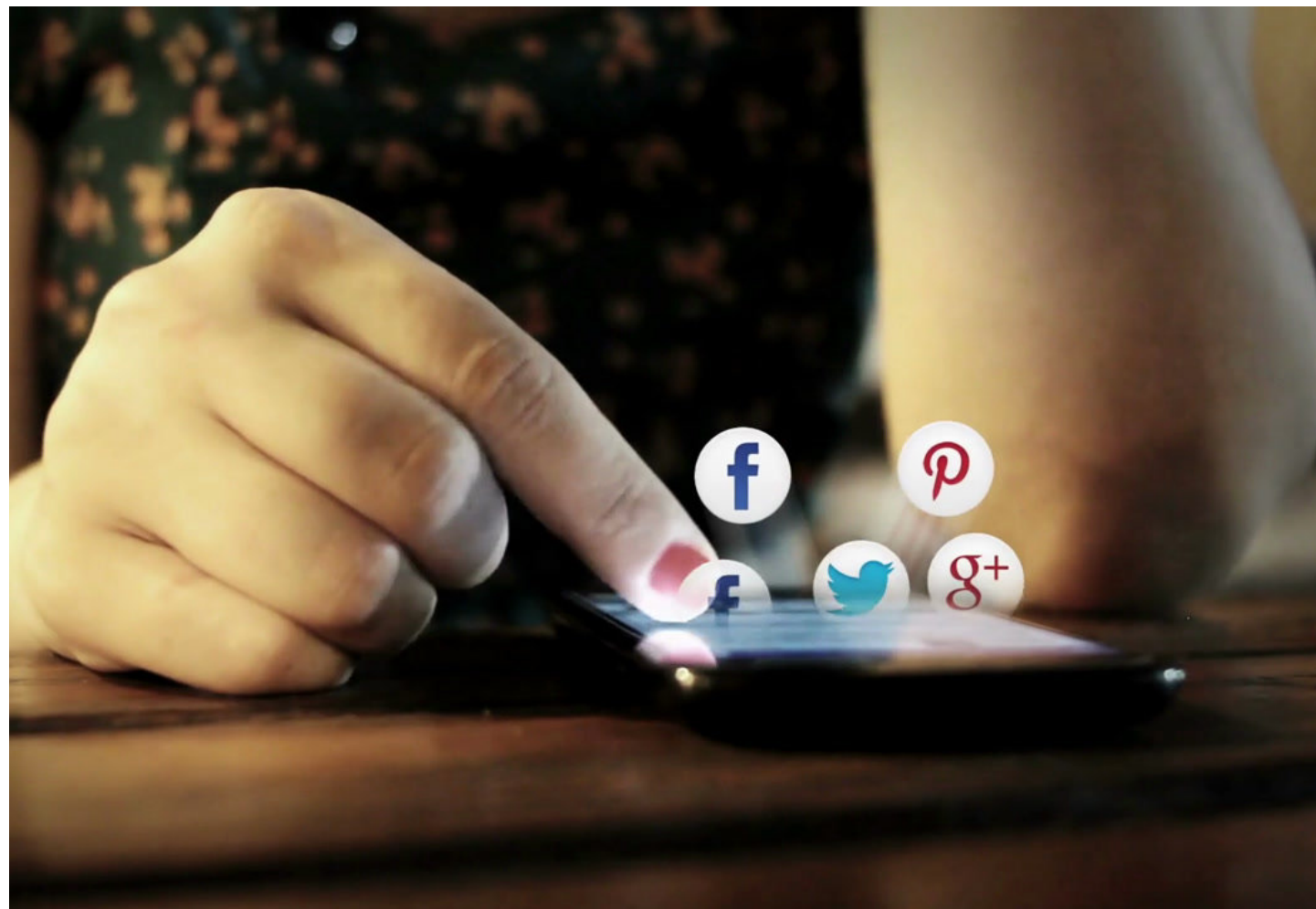


Advertise

Think about who is your audience!

Here are some options:

- MANESYNC AND CORQ (free)
- Pride Shop Signage
- University Community Calendar (free)
- Social Media (free)
- Fliers on bulletin boards in buildings
- Print 1/4 sheet handouts
- Table in the RSC Atrium and Campus Crossroads (free)
- Chalking on sidewalk
- Ask to send over listservs (for example, academic department if academic student organization) (free)



Ensure your event is accessible!

Can anybody attend and participate?
Make accommodations to ensure everybody who attends can engage and participate.



welcome!

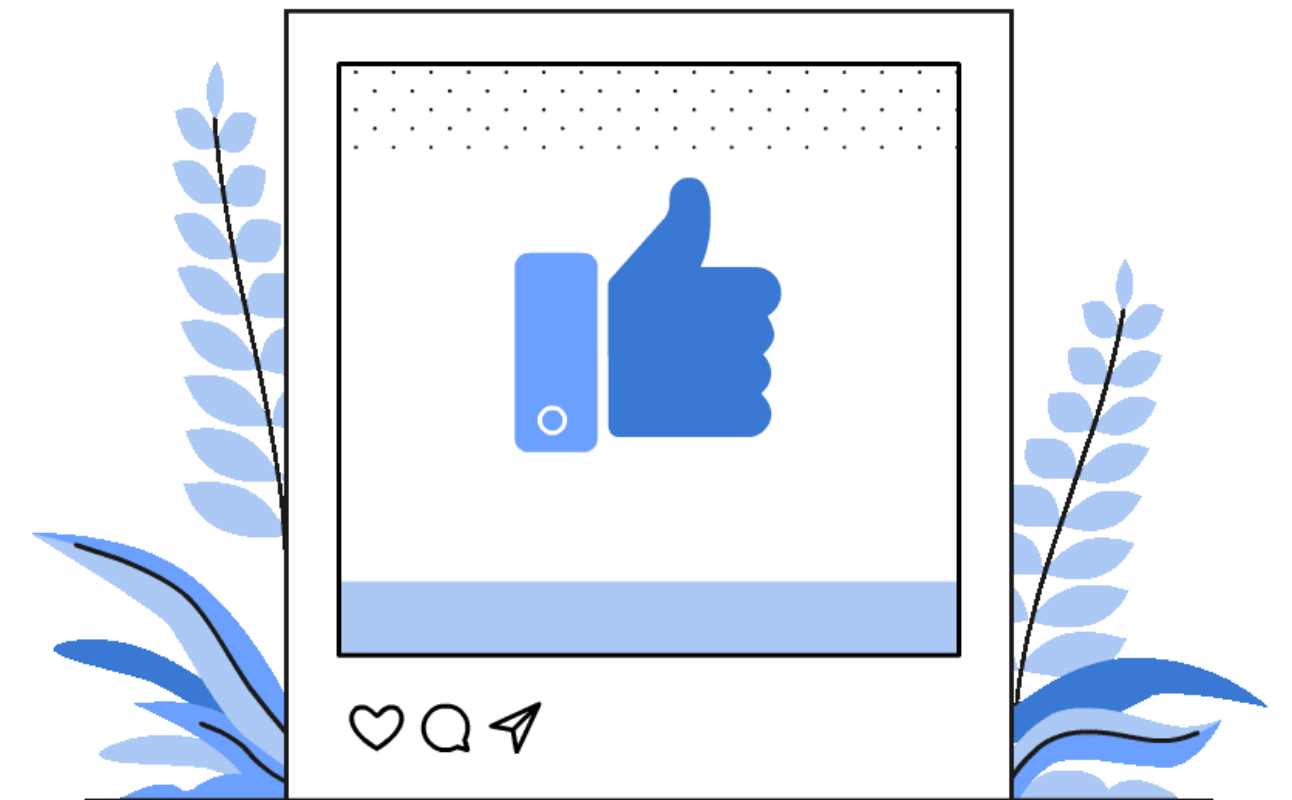
Day of Event

Make sure everybody who has planned the event is prepared.

Know what time doors open.

Test your A/V to ensure it works.

If you got catering, taste test before people get there in case you don't like something and can remove it.





Enjoy your event!

Make sure you enjoy your event. You put a lot of work into the event.

People can notice if you aren't enjoying the event.

If something goes wrong, handle it, but don't let it stop you from having fun.

After the event is over, debrief and assess

Good luck!

What went well?

Did your audience enjoy the event?

Did your event fulfill its purpose?

How could you have had more people (if low attendance)? What marketing could you have done?

Did you run out of food and why?

If you had to redo this event, what would you do and why?



CONTACT IF YOU NEED EVENT PLANNING HELP

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