



## **How To Plan A Successful Event!**

**Ask yourself the following questions:**

- What date is your event going to happen? Is anything else happening that same date/time on campus?
- Where is your event going to happen? Do you need to reserve the space still?
- Have you talked to your advisor about the event and its details?
- Do you need money for the event? If so, plan accordingly and request money AT LEAST 2 weeks in advance through the Director of Student Life.
- Do you need to order food/drinks for the event?
- Will you need to decorate for the event?
- Will you have volunteers for the event? Setup, during the event, and cleanup afterwards?
- Do you need to fundraise for the event to happen?
- Is the event a fundraiser? If so, who will be collecting the money/items and what is it going to?
- Have you created publicity for the event? If so, please try to get it up 2 weeks prior to your event to advertise it!
  - Also, if you want it posted on the Student Life Facebook, please send it to the Director of Student Life in a timely manner!
- Are any contracts involved for an artist/performer/speaker? Have they been completed and turned in to be paid?
- Does the event take place after the college is closed (please see college hours schedule)? If so, have you talked to the Business Office to request the school stay open for the event and Security is present?
- Do you have any technical needs? Have you requested the proper equipment, such as laptop, projector, microphones, etc.?
- Did you put in any maintenance work orders for the event for extra tables, chairs, specific setups for events, etc.?