



NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

HOUSTON, TEXAS

How to Put on a Successful Event

Step 1: Plan Ahead

- Paperwork must be turned in 2 weeks in advance

Step 2: Set a Date

- Find a date that works with the following:
 - Organization
 - University
 - Students
 - Faculty/Staff
 - Others involved

Step 3: Set a Start and Finish Time

- Find a time that works with the following
 - Organization
 - University
 - Students
 - Faculty/Staff
 - Others involved

Step 4: Find Out What You Need (supplies)

- Ask yourselves the following questions:
 - Do you need a vehicle?
 - Do you need security?
 - Do you need a sound system?
 - Do you need a DJ?
 - Do you want or need decorations?
 - How many people do you think will attend?
 - Should you get food and drinks?

Step 5: Figure Out the Details

- Ask yourselves the following questions:
 - How long will it take to set up the event?
 - Are you charging?
 - How much is your budget?
 - Are you doing a fundraiser?

Step 6: Set a Location

- If your organization is having the event on campus turn in a request for a room to the Student Life Coordinator
- If your event is off campus:
 - Find a space within budget
 - Get approval from the Student Life Coordinator

Step 7: Create Promotional Material

- State the following:
 - Who
 - What
 - When
 - Where
 - Why
 - How much
- Find out what promotional materials you want to use:
 - Flyers
 - Banners
 - Website/Social Media
 - White boards
 - Windows