



## 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