

Event Planning Guide

(Adapted from the Texas A&M University Organization Pre-Planning Form)

Good planning is essential to a successful event. This pre-event planning form provides you with a series of questions to consider when planning your next organizational event. Please keep in mind that all activities should be consistent with university policies and procedures, as well as the mission of your organization.

In order to allow for optimal planning of your event, we suggest this form be completed 1-2 months prior to your event. This should give you adequate time to plan appropriately.

STUDENT ORGANIZATION

Organization Name: _____

Organization Email: _____

INFORMATION OF PERSON COORDINATING EVENT

Name(s): _____

Email(s): _____

Date: _____

Advisor Contact Info: _____

EVENT INFORMATION

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

Backup Location (if needed): _____

Estimated number of people attending: _____

Type of Event:

Concert

Speaker

Sports/Competitions

Conference

Social Activity

Other

How does this event/activity promote the mission of the organization?

Please attach a detailed description of the event/activity that you are planning, which should include a proposed itinerary and timeline.

RISK MANAGEMENT

Use the worksheet below to guide your documentation of the organization's approach to managing risk as well as any areas you have specific questions about.

Potential Risks

Specific Strategies to Minimize or Eliminate Risks

Physical

Reputation

Emotional

Financial

Facilities

PRE-EVENT PLANNING

1.) Are you traveling? Yes No

If so, what type of transportation are you using?

Personal Vehicle Commercial Plane Rental Car Charter Bus Other _____

2.) Does your program involve any type of physical activity? Yes No

If so, please plan for possible medical emergencies. Also, you may need to consider developing an assumption of risk form to be signed by participants.

3.) Are you using an assumption of risk/waiver, medical release, and/or emergency contact form?

Yes No

4.) Will anyone under the age of 18 be involved with your event/activity? Yes No

If so, what age group will they be?

Elementary School Middle School High School Other _____

5.) Are you required to, or have you considered, purchasing liability insurance? Yes No

6.) Is your activity an Open Event? (Open to the general public) Yes No

If so, what are your plans for crowd control? **You may need to have Campus Police.*

7.) Will your event require the assistance for parking and traffic control? Yes No

8.) Will your event be hosting a large amount of individuals or require the assistance of Campus Police for security? Yes No

If so, contact Campus Police as soon as possible to request officers.

9.) Is there alcohol involved with your activity? Yes No

If so, you need to review the Alcoholic Beverage Policy as part of the Student Handbook.

10.) Is your event outdoors, or can your event be affected by inclement weather? Yes No

If yes, you should:

Check ahead for weather conditions

Plan for alternative rain location

Check location ahead of time for shelter

Bring a radio to monitor the weather

Bring adequate clothing

11.) Are you contracting a service from a non-university entity? Yes No

If so, please provide information for the non-university entity.

Party Contracting With _____ Phone Number _____

12.) Are you using a university logo or trademark for your activity (i.e. advertising, t-shirts)? Yes No

If so, contact the Office of University Relations to get design approval.

13.) Are you planning on posting flyers or advertising on campus? Yes No

If so, review the Student Organization handbook on approved campus posting policies.

14.) Does your event involve the sale/distribution of items on campus? Yes No

If so, be sure to get approval through the Office of Student Activities by filling out the form for Fundraisers, Donation Collections, Solicitation, and/or Canvassing.

15.) Have you reviewed your budget as it relates to this event/activity? Yes No

You may want to consider fundraisers or applying for Student Allocations Funding to increase your budget.

16.) Will your event be utilizing production equipment (i.e. sound, stage, lights, etc.)? Yes No

If so, make sure you have talked with Facilities Services or the Space Manager to reserve this equipment.

17.) Will you be serving or handling any type of food product at your event? Yes No

If so, make sure that you have reviewed the food handling/preparation guidelines and/or obtained the appropriate food handling licenses. Note: Aramark should be used for all on-campus events.

18.) What other resources have you contacted prior to determining you can successfully manage this event?

Advisor

Campus Police

Office of Student Activities

Other student organizations who have hosted similar events

Space manager

SIGNATURES

I have reviewed the information provided above and verify to the best of my knowledge that it is accurate.

Organization Representative: _____

Advisor: _____

Date Completed: _____

POST-EVENT ASSESSMENT

1.) Was your event a success? Yes No

Why or why not?

2.) Did you encounter any unforeseen problems? Yes No

If yes, how can you better prepare in the future?

3.) List contact information for vendors, university staff, or others who assisted with this event.

4.) Would you do this event again in the future? Yes No

If yes, what changes would you recommend for the following year?

Completed on this date: _____

By: _____

***In order to facilitate future planning it is suggested that a completed copy of this form and assessment be maintained as part of officer transition documents.**