# <span style="color:red">Event Planning</span>

When planning an event or activity there are a number of steps that can be followed to make the process an easy one for everyone involved in the organization of the event.

1. Identify the problem, issue, or need. Before you even plan an event, you want to consider why you are doing this project. This means you have to assess whether there is a problem that needs working on, an issue that needs to be confronted, or a need that must be filled. Once you have identified the problem, issue, or need, you can begin to move forward.
2. Brainstorm possible methods of addressing the problem, issue or need. Ask yourself, how does this idea deal with the problem, issue or need?
3. Once you have come up with the basic idea of a project, it is time to develop its goals. Clearly articulated goals will keep everyone focused on the purpose of the project and help with the functioning of the team.

Now that you know what the event or project is that you are going to develop and you have clearly stated goals, you have to determine the components of the program.

Once your program or event is complete and you have received evaluation forms back, you are still not finished. You want to take time to reflect back not only on the actual event but the entire process that lead to the holding of the event. If a committee worked on the project, the entire committee should engage in reflection. Reflecting back will help improve the event for the next time. Review the evaluation forms. How do other people's perspectives match yours? Here are some items to help you reflect back on the process and the event:

1. List three successes that came out of the project (ways students, the group, or the community benefited).
2. If you were to plan the same project again, list three things you would do to improve it.
3. What one thing surprised you the most while working on this project? It can be negative or positive. Why did this surprise you?
4. How would you rate your group's teamwork skills and why: Ineffective, Fair, Good, Very, Good, Excellent
5. Describe your group's best effort during the project and why you think this was the best effort.
6. Describe your group's worst team effort during the project and explain why you think this was the worst effort.
7. How would you rate your performance as a team member and why: Ineffective, Fair, Good, Very, Good, Excellent
8. List the three most important things you learned about working on a team.
9. What were the favorite jobs you participated in to make the project happen and explain why these were your favorite?
10. What jobs did you like the list and explain why these were your least favorite?