



Event Planning Guide

Office of Student Life

Event Title: _____

Date: _____

Time: _____

Committee members: _____

Venue: _____

Speaker/Vendor: _____

Total budget: \$ _____

Objective of the event: _____

Life skill/s met: _____

Attendance: _____

Assessment: Pros

Cons

Future Recommendations

Beginning of semester

- Create semester calendar
- Send calendar to Pat for the Open Door
- Advertise in the QCC online events calendar
- Post semester calendar on student life page
- Make a folder for each event (copies of all documents to be placed in folder)



Total Budget:		
	Food:	\$
	Services:	\$
	Equipment:	\$
	Odds and Ends:	\$

Paperwork Required	
	Online POR (frequently used forms)
	Check request
	Invoice from business
	Standard Contract form (original needed)
	Make copies of all and send originals to Stacy Tata

Reservations	
	Check room availability via calendar in e-mail
	Event Request Form via frequently used forms (email Karole Hager with additional details)
	Reserve bus if necessary

Fliers	
	Create Flier: <ul style="list-style-type: none"> <input type="checkbox"/> Time / Date / Location <input type="checkbox"/> Bus leaving & returning / cost to students
	15 color copies with approval stamps

1 st of the Month	
	Post events for the month on Facebook
	Post fliers for the month on corkboards around campus and take down old fliers
	Confirm bus/vendor/ space reservation

1 week before	
	Send flyer to QCC family
	Advertise on triangle board
	Goods that need to be purchased (ie: table cloths/ prizes/ silverware)

Day of	
	Confirm proper set-up in the am
	Distribute postcard fliers prior to event
	Advertise on Facebook ½ hour before
	Have attendees fill out the attendance form
	Take photos

Day After	
	Thank participants
	Thank Volunteers
	Post photos on Facebook
	Record Attendance form into spreadsheet document
	Assessment