Event Planning Guide
Office of Student Life

Event Title: ____________________________
Date: ____________
Time: ____________
Committee members: ____________________  ____________________  ____________________
Venue: _________________________________
Speaker/Vendor: ________________________
Total budget: $________
Objective of the event: ____________________________
Life skills 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food:</td>
<td>$</td>
</tr>
<tr>
<td>Services:</td>
<td>$</td>
</tr>
<tr>
<td>Equipment:</td>
<td>$</td>
</tr>
<tr>
<td>Odds and Ends:</td>
<td>$</td>
</tr>
</tbody>
</table>

## 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:
  - [ ] Time / Date / Location
  - [ ] Bus leaving & returning / cost to students
- 15 color copies with approval stamps

## 1st 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