

Plan a Game Show!

Deal or No Deal	Family Feud
Roommate Game	Idol Competition
Price is Right	Jeopardy/Quiz Bowl
Fear Factor	Bingo
Survivor Event	Hollywood Squares

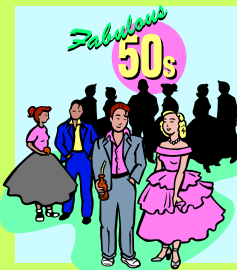


Sponsor a Campus Workshop!

Healthy Relationships	Resume Writing
Conflict Resolution	Alcohol & Drugs
Academic Success	Diversity
Sexual Assault	Professional Etiquette
Online Conduct	Living Learning



The opportunities for campus and community events are endless! Find out what's trendy and what your members and people want to do. Then make it happen!



*Bloomsburg University of PA
Residence Life Office*



Bloomsburg University of PA
Residence Life Office

Residence Life

Student Leadership

Development Series

*Event
Planning*



*“Always plan ahead. It wasn’t raining
when Noah built the ark.”
- Richard Cushing*

Things to Consider

- 1. What are the goals of the event?** Why are you thinking about organizing it? Is this a mandatory event for some?
- 2. Who is the target audience?** How many people do you anticipate attending?
- 3. Will there be any admission charges?** Are any pre-sign-ups or registration required? How will money be collected?
- 4. Who will be helping you with the event?** Will another organization co-sponsor it? Elect an Event Manager. Make sure everyone has a clear role in the execution of the event. (pre-planning, advertising, set-up, door greeters, hosts, clean-up, etc)
- 5. What kind of budget do you have?** Will you need to do any fundraising prior to this event? If this event is a fundraiser, have you filled out the appropriate fundraising approval forms?
- 6. Is this event an annual tradition?** If so, what worked well last year? What would you want to improve? Will this event be held multiple times in a semester/year?
- 7. Determine possible dates and times.** Will the event be in competition with any other major campus/community events? What kind of impact will that have on the success of your event?



- 8. Will the event require any transportation?** Do you have club members who can drive University vehicles? Have participants signed waiver forms?



- 9. Determine an adequate location.** If it's an outdoor event, is there a rain location identified? Visit potential sites to compare feasibility. Make sure the location you're interested in reserving is available. Book it early!

- 10. Know the specifics of your event.** Reserve extra room(s) needed for support of event (i.e. coat room, registration, dressing room, prep room, etc.)

11. Determine specific equipment needs:

- A/V Equipment, Easles, Chalkboards
- Chairs, Tables, Podiums, Couches, etc...
- Sound, Lighting, Staging, Risers
- Garbage Cans, Coat Racks, Sign Holders



- 12. Who will chaperone or monitor the event?** Professional staff vs. Student Event Staff? Does the event require Campus police to be on hand for security?

- 13. Identify who will present the event.** If it's a presentation, lecture series or workshop, make sure the facilitators are appropriately selected and prepped regarding the content you want them to present.

- 14. Are there any safety issues to be considered?** Could anything be perceived as being offensive? It's important to think through the entire event to ensure that you've addressed all potential issues that could arise.

15. Determine a Marketing campaign to advertise it:

- Fliers, posters (around campus, in residence halls)
- Website announcements Emails, Blogs, AIM
- Banners (Indoor vs. Outdoor); Brochures
- Table Tents in Dining Facilities
- Mass Mailing; Newspaper Ads
- Pre-Event Teasers & Promotions
- Word of Mouth, Class Announcements, Radio, TV



- 16. Decorations:** How do you want to set-up the facility? Is there a theme? Do you have the basic supplies on hand? (tape, scissors, safety pins, string, etc..) Are there any give-aways, door prizes, etc..? Keep in mind specific fire and safety codes.

- 17. Food Service:** Will you have light snacks and refreshments or something more formal? Make sure to have free water bottles for performers or speakers. For catered events, you need to speak with the appropriate agency at least 2-3 weeks



prior to the event. Sometimes, local vendors may offer discounted deals for student events. Do your research!

- 18. Wrap-up:** Make sure you publicly thank the presenters and send a formal card, certificate or gift following the event. Consider an evaluation tool for participants and the planning committee. Promote upcoming events that the audience would potentially be interested in.



Plan, Prepare, & Proceed!