

## Event Planning Tip Sheet and Guide

- 1. Initial Considerations:**
  - What is the purpose of your event?
  - What do you want your event to look like?
  - Who will attend your event?
- 2. Determine a date:**
  - Try not to schedule on nights where several other activities are offered
- 3. Schedule Facilities:**
  - Do not advertise/market/invite people to the event until your facilities have been confirmed
- 4. Make a check list:**
  - Chronological order
  - Delegate tasks
  - Add tasks, as they arise
- 5. Develop a budget:**
  - Be specific
  - Don't ever exhaust your entire budget; there will be "surprises"
- 6. Prepare and distribute invitations:**
  - Create a spreadsheet to track RSVPs, and any dietary concerns, special requests
  - Design/distribute any additional marketing associated with your event early as possible (after facilities have been scheduled)
- 7. Consider logistics:**
  - Flow, table set up, choosing the right room for the event
  - Choosing the right menu for the event (stand up event, be sure food is easy to eat)
  - Parking
  - Electrical needs
- 8. Must be specific:**
  - Rental needs
  - Golf carts
  - Tents
    - Require a permit; must do check request, and request permit from city
    - Grounds must be marked before tent install
  - Contracts with vendors
- 9. Day off event:**
  - Check with all resources
  - Be visible
  - STAY CALM
  - If you are standing around not doing anything but visiting, you have planned a successful event
- 10. Follow-up:**
  - Meet with group after event to evaluate highs and lows and determine changes for future events
- 11. Final Thoughts:**
  - Remain Calm, Delegate Tasks and STAY ORGANIZED