

Event Planning

1. Initial Considerations:
 - a. What is the purpose of your event?
 - b. What do you want your event to look like?
 - c. Who will attend your event?
2. Determine a date
 - a. Try not to schedule on nights where several other activities are offered
 - b. Check Witt Series dates/times. According to Wittenberg Policy, no other meeting or event may be scheduled to conflict with a series event.
3. Schedule Facilities
 - a. Do not advertise/market/invite people to the event until your facilities have been confirmed
4. Make a check list
 - a. Chronological order
 - b. Delegate tasks
 - c. Add tasks, as they arise
5. Develop a budget
 - a. Be specific
 - b. Don't ever exhaust your entire budget; there will be "surprises"
6. Prepare and distribute invitations
 - a. Create a spreadsheet to track RSVPs, and any dietary concerns, special requests
 - b. Design/distribute any additional marketing associated with your event
 - i. Early as possible (after facilities have been scheduled)
7. Consider logistics
 - a. Flow, table set up, choosing the right room for the event
 - b. Choosing the right menu for the event (stand up event, be sure food is easy to eat)
 - c. Parking
 - d. Electrical needs
 - i. Must be specific
 - e. Rental needs
 - i. Golf carts
 - ii. Tents
 1. Require a permit; must do check request, and request permit from city
 2. Grounds must be marked before tent install
 - f. Contracts with vendors

8. Day off event
 - a. Check with all resources
 - b. Be visible
 - c. STAY CALM
 - i. If you are standing around not doing anything but visiting, you have planned a successful event
9. Follow-up
 - a. Meet with group after event to evaluate highs and lows and determine changes for future events

Remain Calm

Delegate Tasks

STAY ORGANIZED