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