



# SOUTH PUGET SOUND COMMUNITY COLLEGE

## STUDENT LIFE EVENT PLANNING FORM

### SPONSORS

Activities Board  Senate  Clubs  Other \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Name of event coordinator: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-sponsor (if any): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT OVERVIEW

Today's date: \_\_\_\_\_ Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Title (name) of event: \_\_\_\_\_

Event Purpose\*: How does this activity fulfill the objective of your club/organization?

\_\_\_\_\_

*\*If a fundraiser, complete a Fundraiser Request*

Target Audience: \_\_\_\_\_

#### Event Location:

Student Union Building  Center for the Arts  Classroom/Lecture hall

Other \_\_\_\_\_ Building/Room Number: \_\_\_\_\_

### EVENT TYPE (Facility Scheduling Purposes)

Lecturer  Banquet  Conference  Performance  Exhibit

Meeting  Rehearsal  Special Event  Athletic/Intramural

### BUDGET: ESTIMATED COST BREAKDOWN

Facility rental: \$ \_\_\_\_\_

Equipment rental: \$ \_\_\_\_\_

Staffing: \$ \_\_\_\_\_

Catering: \$ \_\_\_\_\_

Performance fee/contract \$ \_\_\_\_\_

Supplies/Miscellaneous: \$ \_\_\_\_\_

Promotion/Printing \$ \_\_\_\_\_

**TOTAL EVENT BUDGET:** \$ \_\_\_\_\_

**EVENT DETAILS**

Resources Required:

- Sound/Audio \_\_\_\_\_
- Promotions \_\_\_\_\_  
(Flyers/Posters/Handbills/Advertisement) \_\_\_\_\_
- Media Services  
Sound/Audio/Lights/PowerPoint/Computer/Screens/Overheads \_\_\_\_\_
- Parking \_\_\_\_\_
- Security \_\_\_\_\_
- Staffing \_\_\_\_\_
- Other \_\_\_\_\_
- Event Set up \_\_\_\_\_
- Event Clean up \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Student Life Staff Signature: \_\_\_\_\_

Facility Coordinator Signature: \_\_\_\_\_



**EVENT EVALUATION: HOW DID IT GO?**

Was the purpose of this event achieved?    Yes                          No           

If not, why not? \_\_\_\_\_  
\_\_\_\_\_

How many people attended this event?

0-25                          25-50                          50-100                       100+   

Overall rating of the event's publicity and promotion:

Poor                          Fair                              Good                            Excellent

What type of promotion was done?

- Poster
- Flyers/Handbills
- A-Board
- E-mail to students/staff/faculty
- SOUNDS

Other \_\_\_\_\_

Publicity recommendations for this event: \_\_\_\_\_  
\_\_\_\_\_

Overall rating of the event's food/refreshments: *(Please attach a copy of the Catering Contract)*

Poor                          Fair                              Good                            Excellent

What types of decorations were used? (Please be specific) \_\_\_\_\_  
\_\_\_\_\_

Decoration recommendations? \_\_\_\_\_  
\_\_\_\_\_

Overall rating of the performer:

Poor                          Fair                              Good                            Excellent

Brief description of the performer: \_\_\_\_\_



## ON-CAMPUS EVENT PLANNING STEPS

- Brainstorm ideas and theme. (What kind of music, theme, food, decorations?)
- Develop a tentative event budget.
- Decide on a location and other event details such as food, sound equipment, etc.
- Determine tasks and set up a timeline of who will do what by when.
- Pick a date and time.
- Meet with your advisor to discuss event plan.
- Reserve a room and order necessary food/equipment. Work with your advisor to request a room and media equipment.
- Locate a performer if necessary. Call the agent, call other campuses, etc.
- Complete a *Performance Agreement* contract if the performer does not have one.
- Mail the agreement to the performer along with a W-9 Form submitted to the Office of Student Life no later than 3 weeks prior to the event. For more than 50 people, you need to submit the contract 6 weeks in advance.
- Complete a *Contract Purchase Request* Form for the performer, lecturer, speaker, etc.
- Decide on decorations and other supplies.
- Complete a *Purchase Request Form* to order decorations, food, and other supplies or anything being purchased. (Minimum of 3 weeks in advance.)
- Have turned in all required documentation for a speaker/entertainer to the Dean of Student Life at least 21 working days prior to the event.
- Are you selling tickets? If so, discuss procedure with the advisor and Fiscal Specialist.
- Publicize! Use A-Boards, website, flyers/posters etc.) A-Boards can be checked out in the Office of student Life.
- Arrange a schedule for volunteers and other event staff.
- Buy supplies. Be sure to save and bring receipts back to the Fiscal Specialist.
- Call to confirm performer date and time and double check room schedule, media, catering, etc. the day before the event.
- Pick up performer's check from the business office prior to 4:00 p.m. on the day of the event.
- Set up at the event site--decorations, etc.
- Set out more publicity on the day of the event. Use posters and/or arrow signs guiding guests to the event venue.
- Meet and greet the performer.
- Have an MC at the event to introduce the performer, sponsors, etc.
- Have fun at the event!
- Give a check to the performer after the performance.
- Clean up—pay attention to details.
- Thank you notes to everyone that helped make the event successful.
- Evaluate the event.
- Prepare a legacy file including all information about the event, and file it in your office.