

Event Planning

Suggestions for Success

Consider the Basics:

- ✚ Why is your organization planning this event? Does it fit the mission/goals of your organization?
- ✚ How much will it cost? Is the program idea within your budget?
- ✚ Who will be your target audience? What applies to that population?

Steps for planning:

1. Location, Location, Location

As a registered student organization, you can reserve any room for free via Reserve West

2. Utilize Your Advisor

Ask for help! Use your resources and connections. Seek advice and a fresh prospective.

3. Publicity

As a registered student organization your events will automatically populate on your OrgSync portal. Also your events can be advertised through the Student Organizations Listserv

4. Evaluation

All events should be evaluated for records and to assist future members of your organization. Consider creating a quick questionnaire for all participants to complete

Resources

Large Event Form

When sponsoring a large event your organization must complete a large event form. *Large Event Forms can be obtained by visiting the Office of Student*

Risk Management

When preparing food for an event you must meet with the Risk Management office and complete a Food Safety plan.

Creation Station

A free resource for all student organizations that includes materials such as banner paper, paints, and other supplies. It's located on the bottom level of the Campus Center (next to the Game Room)

Learn more about event planning at UWG; revisit your Student Organization Handbook online at www.westga.edu/csi/assets-csi/docs/17-18-hb.pdf

For more information contact the *Center for Student Involvement*

Campus Center 123

Phone: (678) 839-6526

Fax: (678) 839-648

Email: csi@westga.edu

