

LEADER READERS

The abc's of event planning

Reduce planning stress and produce event success!

“A” ctivate & Organize:

- Organization Meeting – determine event coordinator, establish a timeline, delegate responsibilities.
- Determine Type of Event – party, dance, food, meeting.
- Available Funds – decorations, room rental security, etc. Work out your budget and the event needs.
- Date & Time – preferred date & time, alternate date & time, coordinate your calendar.
- Estimate Attendance – organization members, invited guest, open party, etc.
- Event Location – building, room, capacity, parking, etc.
- Audiovisual Services – furnished, rental availability, etc.
- Food Service – What? How much? From Where?
- Room Arrangement – tables, chairs, staging, audiovisual, greenery, etc.
- Signage – maps, advertisement, etc.
- Overnight accommodations – make reservations with campus guest housing or area hotels.

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Leader Readers are a service of the Center for Student Development (CSD), created to support student organization success at Texas Woman's University. For more information, please contact the CSD at (940) 898-3626 or visit us on the first floor of the Student Center, 116.

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“B”egin Making Arrangements:

- Reservation Forms
- Room diagrams
- Large Event Approval (if needed)
- Appropriate Signatures

“C”onfirmation of Plans:

- Deposits and Payments
- Confirm Plans with Reservations Office
- Communicate Changes
- Cancel Unnecessary Space or Equipment

“D”ay of the Event:

- Arrive early
- Check the facility arrangement (set-up, room temp, etc)
- Check operation of equipment
- Greet guests

“E”vent Debriefing:

- Acknowledge Assistants
- Write Thank you notes to all those who helped make the event happen successfully.
- Review and Evaluate the event – remember to have responses from both the event planners and event participants.
- Constructive Critique of the program – both positive and negative.
- Make a future plan of action for the next event planners and organization’s leadership.

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