

## How to Plan an Event

### 1. Consider the purpose of the event

- Who is most likely to attend?
- Does the event appeal to more than one student group?
- Does the event coincide with your organization's mission/vision? If so, are there other groups on campus you can combine forces and collaborate?
  - Reference the **Co-Programming** resource for more information!
- Think about why your event is important
- If this is an annual event, what can your organization do to cater to those students that attend every year?

### 2. Consider your budget

- Reference the **Creating a Budget** resource for more information.

### 3. Choose a date & time

- Is the time of event going to conflict with meetings, sports, choir etc.?
- Intentionally schedule the event at a time that works for both organizations without conflicting with typical campus events.
  - **For example:** Sunday Evenings = Greek Life meetings, Tuesday Evenings = Student Government Association meetings, Thursdays from 6:15-7:30pm = Christian Leadership Center course, Friday Evenings, Everyday from 4 to 6pm = sports practices, etc.

### 4. Think about the logistics

- Will there be food? If food is involved, are there options for vegans, vegetarians, or signs saying if it contains nuts, gluten, etc.?
  - Will there be drinks?
  - Will you need Sodexo?
  - If bringing in store bought food, you'll need to make sure the ingredients are clearly labeled.
- Will there be alcohol? If so, your organization must complete the **Social Event Registration** form on the Student portal on OrgSync.
  - In addition, your organization must adhere to the information/policies listed on the **Alcohol** resource page.

### 5. Submit an event request to reserve your location

- Go to [www.centenary.edu](http://www.centenary.edu), then click **Events** on the top left
- Click **Submit an Event Request** on the top left
- Fill out the request form completely
  - Make sure to include tables, chairs, sounds system, etc. (if applicable). You'll want to include the set up needs (auditorium style, circle, etc.).
- *Please reach out to the Office of Student Involvement if you need help completing the event request.*

## 6. Make your event an event

- Think about the 5 senses and how you can incorporate them into your event
  - **For Example:**
    - **Taste:** Will there be food? If so, how much? Does it go with the theme of the event?
    - **Touch:** Will those attending be making something? Or having something to physically take away from the event.
    - **Smell:** Food, drinks, etc.
    - **Hear:** Will there be music? Or someone speaking?
    - **Sight:** What will the décor look like? What is the flow of the event?

## 7. Publicize

- Put advertisements out about **10 days** prior to your event.
- **Think outside of the box-** Do something different than the norm.
- Reference the **Publicity information** for more tips.

## 8. Have fun!

- Event planning should be fun and not stressful. If for ever reason you and your organization are starting to get stressed, take a step back and think back to your why: Why does your organization want to put this event on campus? Why is your event important? Why does it matter?
- *If your organization still is feeling stressed, please reach out to the Office of Student Involvement.*