

Event/Activity Planning

One of the most important parts of an organization's activities or events is the planning process. Adequate planning can play a major role in the success of your event. The Office of Student Affairs provides resources that will be helpful in planning events ranging from group meetings to campus or community-wide activities.

Student organizations are expected to plan activities, operations, and services offered within the boundaries established by the Student Disciplinary Regulations as well as operating guidelines established by the Director of Student Activities and Organizations, organization governing documents, and other campus entities the organization is otherwise associated. Due to the complexity of many organization activities, it is always in the best interest of the organization leadership to focus on issues of personal safety, financial security, and public image. The Director of Student Activities and Organizations is committed to assisting all student organizations with planning activities that promote leadership development, advance the mission of the organization, enhance the educational mission of the University, and are safe.

Some student organizations have been around for years and have established annual programs or events. While the information for event planning will help to improve these activities, it is important that all organizations use the event planning information and forms to plan events new to the organization. Always feel free to come by or contact the Director of Student Activities and Organizations with any questions you have concerning event planning.

Organization Pre-Event Planning Form

The key to a successful event is good pre-planning. The pre-event planning form provides a series of questions for event planners to consider prior to engaging in an activity. This is a great tool for both students and their Campus Sponsors. The Director of Student Activities and Organizations recommends that all the leaders of your organization participate in the planning process. That way, the entire group is on board and understands the group's direction.

The Director of Student Activities and Organizations offers training in pre-event planning to provide student leaders and Campus Sponsors with the tools to enhance their abilities and knowledge in the important areas of personal and organizational development. Specifically, effective pre-event planning can enhance participant safety, provide better fiscal planning, increase student development, and reduce legal liability.

A pre-event planning form is needed when a student organization is:

- Seeking resources from other departments (facilities, staff support, equipment);
- Annual retreats and calendar meetings;
- Coordination of an event outside your general membership;
- Coordination of an event outside the traditional scope of your experience;
- Travel;
- Co-programming.