

**A KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY. YOUR ADVISOR SHOULD BE PART OF THE PLANNING PROCESS FOR ANY EVENT HOSTED BY YOUR ORGANIZATION.**

★ Please keep in mind that all activities must be consistent with university policies and procedures and should fit the mission/purpose of your organization.

## PRE-EVENT PLANNING QUESTIONS

### 1. Have your members brainstormed the type of activity?

- ★ Does this promote your organization's mission? Consult your organization's constitution.  
☐ Yes ☐ No
- ★ What is your specific goal for this event?  
☐ Fundraising ☐ Increasing visibility on campus  
☐ Getting to know members ☐ Other. Please specify \_\_\_\_\_
- ★ Does this activity meet the policies set forth by MSU? ☐ Yes ☐ No

### 2. Have you consulted other organizations that have held similar events? ☐ Yes ☐ No

- ★ Visit <http://students.mwsu.edu/organizations> to obtain the current list of clubs and contact information.
- ★ Will this event be duplicating an existing program or event? ☐ Yes ☐ No
- ★ Is there a possibility of your organization working with the existing program or event?  
☐ Yes ☐ No

### 3. Does your organization have the necessary support from members?

- ★ Have you contacted volunteers to assist with set-up before the event? ☐ Yes ☐ No
- ★ Will you have enough volunteers during the event (to greet guests, etc)? ☐ Yes ☐ No
- ★ Will you have enough volunteers to help with the clean up and teardown after the event?  
☐ Yes ☐ No

### 4. Have you reviewed your budget and purchasing guidelines as it relates to this event/activity? ☐ Yes ☐ No

### 5. Have you secured the location for your event? ☐ Yes ☐ No

- ★ What about your backup location?
- ★ Have you registered the event with the Clark Student Center at least 3 days in advance?

### 6. After securing your location, have you contacted the appropriate departments to ensure the space will be ready? (i.e. parking, sprinklers turned off, trash containers, lighting, etc.) ☐ Yes ☐ No

### 7. Does your event require a stage or sound system? ☐ Yes ☐ No

- ★ Are you aware of applicable amplification or noise variance policies?

### 8. Is your activity an open event? (Open to the campus, public, minors, students at other colleges or universities, and/or expected to draw over 50 participants) ☐ Yes ☐ No

- ★ If yes, what security arrangements should be made?

### 9. Are you contracting a service from a non-university entity? ☐ Yes ☐ No

- ★ Who is signing your contract and do they have the authority to represent the organization?

### 10. Are you sponsoring a non-MSU organization and engaging in fund-raising activities? ☐ Yes ☐ No

- ★ If yes, has your fundraising been approved by the Office of Student Development and Orientation and Office of Donor Services?
- ★ Are you eligible to raise funds on the non-MSU organization's behalf?
- ★ Under whose name are the funds being raised?

- 11. Does your event involve any type of physical activity? ☐ Yes ☐ No**
- ★ Make sure that individuals hosting the event are well trained to facilitate the activities.
  - ★ Do any of the activities involve the use of hand or power tools, chemicals, firearms, or water sports? ☐ Yes ☐ No
  - ★ Are you using any type of waiver or liability agreements?
- 12. Are you serving food? ☐ Yes ☐ No**
- ★ Are you following the MSU Food Service policy?
  - ★ Do servers have food handler's permits?
  - ★ Are you hosting a bake sale? If so, are you familiar with specific bake sale policies?
- 13. Will alcohol be served at your activity? ☐ Yes ☐ No**
- ★ Have you registered the alcohol with the Dean of Students Office at least 10 days prior to the event?
  - ★ Have you met with a Clark Student Center representative to review your alcohol registration and planning form?
- 14. Does the event involve travel? ( group or individual) ☐ Yes ☐ No**
- ★ **If yes, what type of transportation are you using?**

<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> University Vehicle	<input type="checkbox"/> Commercial Plane
<input type="checkbox"/> Rental Car	<input type="checkbox"/> University/Chartered Bus	<input type="checkbox"/> Other. Please specify _____
  - ★ Have you submitted a group travel form to the Clark Student Center for the event?
- 15. Is your event outdoors, or can your event be affected by inclement weather? ☐ Yes ☐ No**
- ★ Check ahead for weather conditions at <http://www.weather.com>
  - ★ Check location ahead of time for shelter.
  - ★ Plan for alternative rain location.
- 16. Does your event involve a movie screening? ☐ Yes ☐ No**
- ★ Borrow from the Moffett Library after checking to see that the title has been purchased by the library with public performance rights.
  - ★ Visit <http://www.swank.com/> for license information.
- 17. How do you plan to market your event?**
- ★ If using social networking sites (MySpace, Facebook, etc), do you have a designated person to monitor content? (postings, photos and video)
  - ★ Have your promotions been approved for posting by the Clark Student Center?
  - ★ Have your promotions been approved for posting by the Office of Housing and Residence Life?
- 18. Are you using a university logo or trademark in association with your activity? (i.e. t-shirts) ☐ Yes ☐ No**
- ★ Did you receive permission from the Office of Public Information and Marketing?
- 19. How do you plan to evaluate the success of this event?**
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| <input type="checkbox"/> Face-to-face interviews     | <input type="checkbox"/> Telephone calls  |
| <input type="checkbox"/> Written forms/surveys       | <input type="checkbox"/> Suggestion cards |
| <input type="checkbox"/> Other. Please specify _____ |   |
- ★ Have you recognized/awarded everyone who has helped you host this event? (i.e. Thank you notes) ☐ Yes ☐ No
  - ★ Were there any unintended outcomes? ☐ Yes ☐ No
  - ★ Were you able to stay within budget? ☐ Yes ☐ No
  - ★ Did you actively take steps to make this event more sustainable? ☐ Yes ☐ No
  - ★ What program planning aspects would you suggest for similar events in the future?
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