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](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?
     □ Personal Vehicle □ University Vehicle □ Commercial Plane
     □ Rental Car □ University/Chartered Bus □ 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.

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?
   □ Face-to-face interviews □ Telephone calls
   □ Written forms/surveys □ Suggestion cards
   □ 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?