The most crucial element of any program is the planning that precedes the actual event. Use this checklist to assist you in the event planning process. This optional guide provides your organization with a series of questions and aspects to consider when planning any type of event.

We strongly encourage you to include your Advisor when planning events for your organization.

Student Organizations are required to comply with all University Policies, Regents’ Rules and Regulations of the University of Texas System and must be up to date with all forms and unpaid debts. “No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the crediting institutional agency.” (Regents’ Rules Chapter 50202 §6.4)

### Event Planning Checklist

**Event Information**

Event Name ____________________________________________  Anticipated Date of Event ____________________

Organization __________________________________________

Event Coordinator (s) __________________________________

Event Coordinator (s) __________________________________

Please use the following check list to assist with your event planning. For more detail, please see the “On Campus Event Planning Guide”

- Do I have the full support of my student organization? Was this approved during a general body and/or executive meeting?
- Have I checked major university, religious, community, or cultural events for conflicts?
- Has my advisor been included in the event planning process?
- Have I reserved space for this event? Is there a plan for inclement weather?
- Have I created/implemented a marketing plan?
- Do I have a budget for this event? Is it adequate?
- Have I applied for Program Assistance Funds through Student Congress?
- Do I have an event timeline or flowchart?
- Have I taken care of all supplies/materials needs for the event? (Food, stationary, etc.)
- Have I taken care of equipment reservations/needs? (Computer, projector, set up, etc.)
- Have I determined set up/break down crews for this event?
- Do I have a plan to evaluate this event? How?

**Last and most important...**

- Does this event reflect and promote the goals or aims of my organization?

Some tips that might prove helpful:

- Secure an event location before you plan.
- Begin planning well in advance to assure a quality program.
- Be aware of the audience to which you will appeal. Schedule it at a time and place that is most convenient to that group. Concentrate most of the advertising budget on that group.
- Do not skimp on advertising and think ahead. Three signs on campus do not reach many people and neither do 50 fliers, two days prior to the event.
- Avoid conflicts with other events that appeal to the same audience.
- If the event is to take place outdoors, have a rain plan.
- Co-sponsorship with other student organizations and departments reduces financial risk and may lead to better attendance.
- Evaluate each program and learn from your successes and failures.