# Event Planning Guide

**Event Idea/Campus Approval** – Discuss the type of event, who will attend, and the cost of the event. Decide the time, place, and manner of the event, then:

1. Complete the In-House Facilities Use Form (signed by the advisor)
2. Submit to Student Activities for Review & Signature
3. Submit to College Business Services for campus approval

**Funding the Event** – How do we pay for the event?
- Use money from your student organization’s trust account
- Apply for funding through from the Associated Students Programming Committee by submitting an application to the Associated Students Director of Campus Events

*Plan ahead – Funding from the Associated Students Programming Committee is at least a two week process.*

**Publicize it!** – What types of publicity do you need? Advertise on campus:
- Flyers, posters, table tents – submit order to MC Publications department to design and print
- Advertise on the video screens located throughout the campus
- Advertise on the MC Marquee

**Event Equipment** – What equipment is needed to host the event?
- Tables, chairs, tablecloths, trashcans, extension cords, PA system, podium, audio, visual, sign holders, tickets, cash box, etc.

**Setting-Up the Event** – The day of the event you will need staff to serve as labor crew for event set-up. Assign one person in charge of the event set-up, with several members assisting as the “labor crew”. Get everything in place one (1) hour prior to the actual event time.

**Staffing the Event** – The day of the event assign one person as the “House Manager” to oversee the crew that will serve as the “Event Staff” for the event. The Event Staff will greet the guests, hand out programs, and take tickets. Schedule the Event Staff half (½) hour before the event begins.

**Event Clean-Up** – Immediately following the event, assign another “labor crew” to strike the event, putting away all equipment, pick up trash, return borrowed equipments, remove all directional signs – schedule two (2) hours for this crew to clean up the event.

Don’t forget to send “Thank You” notes to those who helped!