Welcome!

- Student Programming Office is located in Room 206 of Memorial Union. We are here to support you and your organization’s events. Come to our office for resources, registration, and a chance to sit down with a consultant about your programming questions, concerns, and ideas!
Planning an Event

- 80% / 10% / 10%
Planning an Event

- Why are you planning this event?
  - Fundraiser
  - Social Retreat
  - Tradition

- Who is your target audience?
  - Students at URI
  - Your Internal Organization
  - College Students in Rhode Island

- What do you hope to gain from this event?
  - Attendance
  - Money
  - Service
Planning the Event

- **Brainstorm!**
  - Ask your committee/organization what they would like to do
  - Poll students to see what they would like on campus
  - Come to the Student Programming Office and meet with a consultant
  - Ask other student organizations
  - Research what other schools do

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First Monday of the month the corporate group gets together for a brainstorming session.
Delegate Tasks

"In the interest of overcoming my reluctance to delegate, starting Monday I want you to do all of my worrying for me."
Planning an Event

Delegate Tasks!

- It will make your life easier, I promise!
- Empower your members – helps retention
- Make a public timeline for members
  - Due date
  - Drop dead date
- Students rely on each other – bonding experience
- Get input
- Asking for help is a GOOD thing
- Give credit to those who deserve it!
Policies… Pay Attention to Deadlines!

- Contracts 2 weeks
- Advertising 2 weeks
- Must register event with SPO & scheduling
- Budgets
- Sit down with Joe Berardi for operations logistics for Memorial Union (dances)
- Insurance – Anne Gregson (waivers etc)
- Catering Services has first right of refusal
- Variance Forms
Budgeting

- Stay within your budget
  - Get creative with stretching money
  - Ask senate for money… they have it for you!
  - Ask for donations
  - Co-Sponsorship

- Know how much everything costs before you start planning the event

- See Finance Officer in Senate
Marketing

- Must be in before anything is distributed OR 2 weeks prior
  - Facebook counts!
- Hints:
  - Use Facebook, change profile picture to your event flyer
  - URI Master Calendar - [www.uri.edu/news/calendar/](http://www.uri.edu/news/calendar/)
  - SPO Calendar - [www.mu.uri.edu/facility/advertising.html](http://www.mu.uri.edu/facility/advertising.html)
  - Attend other organization’s events
  - Co-Sponsor events with other organizations
  - Giveaways – candy with info about event
Planning an Event

- Use your timeline
- Confirm EVERYTHING
- Communicate
- Use our event planning guide!
  - On thumb Drive
  - Download it from our website
After the Event

- Keep good records
- Hold on to those timelines
- Pay costs and keep receipts
- Remove all advertisements
- Have a wrap up meeting with your organization to de-brief and evaluate
- Write thank you notes
- Celebrate!
Open Discussion

- Ideas you would like to share?
- Concerns?
- Questions?
Good Luck!

- Don’t hesitate to contact us with any issues!
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