

EVENT PLANNING SHEET

➤ EVENT NAME _____

○ Event Goal(s):

- _____
- _____
- _____
- _____

EVENT OBJECTIVES

NOTES

Event Type	
Event Date(s)	
Event Time(s)	
Event Topic/Theme	
Competing Event(s)	
Desired Location(s)	
Space Reservation	
Budget	
<u>Forms</u> *Space Reservation * Personal Services Agreement * Food Authorization *Honorarium * Purchase Requisition * Disbursement Order * Insurance	
Targeted Population	
Expected Attendance	
Collaboration(s)	
Resource(s)	
Roles/Responsibilities	
Equipment/Materials	
Facilities Meeting	
Refreshments	
Advertising & Promotion	

Event Type	<i>Workshop, Lecture, Dance, Ceremony, Conference, Competition, etc.</i>
Event Topic/Theme	<i>What is the subject or issue the activity will address? How does the topic relate to the goals and mission of the club/college-wide organization and the College?</i>
Event Date(s)	<i>What date is ideal for your event? Consider event theme and other activities on campus.</i>
Event Time(s)	<i>What time is ideal for your event? Consider your target population's availability and other competing activities scheduled at the same time.</i>
Competing Event(s)	<i>Inevitably other activities will be scheduled on campus for the date and time you desire for your event. To increase the success of your event, research what else is happening on campus. Check the College's website (www.bcc.cuny.edu).</i>
Desired Location(s)	<i>Consider attendance and event type. The desired location for an event is limited by space availability. Plan ahead and submit the completed Space Reservation Form(s) to the I.O.C. Office (ME 202) Be prepared to request alternate space and dates.</i>
Space Reservation	<i>Space Reservation is a major part of event planning. Space Reservation Forms must be submitted much in advance of the event date. The type and size of an event will impact how much advance notice is required. Reservations 8 weeks in advance is good planning.</i>
Budget	<i>Proper budgeting is essential for program success. Club budgets are formally requested for the fiscal year (fall & spring semester). Base budgets for clubs is \$400 for the fiscal year. Note that budgets must be formally approved before it can be used. Cash is never disbursed, rather the below described forms must be used to access funding. Spending prior to formal budget approval is not permitted and may not be reimbursed.</i>
Forms <ul style="list-style-type: none"> • <i>Space Reservation Form</i> • <i>Purchase Requisition</i> • <i>Food Purchase Authorization</i> • <i>Disbursement Order Form</i> • <i>Personal Services Agreement</i> • <i>Honorarium Form</i> • <i>Insurance</i> 	<p><u>Space Reservation</u> – Used to reserve space and other equipment for any activity requiring use of campus facilities. (Forms in ME 202).</p> <p><u>Purchase Requisition</u> – Used to request purchase of items previously approved by BCC, Association, Inc. Must be submitted at least 4 weeks in advance of desired date of delivery.</p> <p><u>Food Purchase Authorization</u> – Used to purchase food from BCC cafeteria.</p> <p><u>Disbursement Order</u> – Used to request payment, for approved expenditures.</p> <p><u>Personal services agreement</u> – The College's standard contract required of all professional individuals/groups providing services for a College event.</p> <p><u>Honorarium</u> – The College's standard contract required of all amateur individuals/groups providing services for a College event.</p> <p><u>Insurance</u> - Insurance is required of off campus food vendors and other entities providing services for your event. Insurance can be obtained by the vendor through any insurance broker. The broker must provide a million dollar rider for the date or dates of the event, made out to Bronx Community College.</p>
Targeted Population	<i>Who are the people you want to target for the event? Aim your marketing and advertisement at your target population. (i.e. specific major, age, gender, day students, evening students, etc.)</i>
Expected Attendance	<i>Forecast expected attendance at events based on event type, promotion and advertising efforts, target population, date and time of event. You'll be better prepared to accommodate an audience if you can estimate the turnout.</i>
Collaboration(s)	<i>Partnering with other clubs, offices and departments will increase the success of your project – expenses and responsibilities can be shared. The monthly I.O.C. meetings are the ideal venue to get support from other clubs and college-wide organizations with similar interests.</i>
Resource(s)	<i>Consider additional sources of information pertinent to the event. For example, professors, counselors, websites, articles, books, etc.</i>
Role/Responsibilities	<i>Everyone involved in the project should have a role and clearly defined responsibilities. Teamwork is essential for successful completion of a project. Have periodic meetings where each team or individual has the opportunity to give status reports. Work to meet deadlines.</i>
Equipment/Materials	<i>Don't forget the details! Most events require the use of equipment (i.e. microphone, screen, chairs, etc.) Be sure to include the materials you'll need in the Space Reservation Form.</i>
Facilities Meeting	<i>Usually required to review the details for large events needing significant set-up. Contact the IOC Office (ME 202) to set-up a facilities meeting.</i>
Refreshments	<i>Will you serve refreshments? Consider the type and duration of event, and the number of participants. Will the budget cover refreshments? Note, home-cooked meals are not allowed. Refreshments can be purchased from the cafeteria with advance notice.</i>
Advertising & Promotion	<i>Publicizing an event is a way to encourage participation. The Communicator (CO 605) is a great way to promote an activity on campus. Other ways to promote an event include social media, tabling, handouts, word-of-mouth, flyers and posters – flyers must be stamped for posting in the Office of Student Life (ME 202). Face</i>