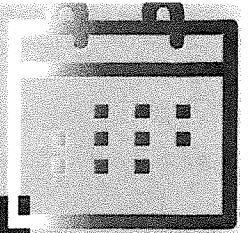


Want to host

A CAMPUS EVENT?



7 EASY STEPS TO ORGANIZE AN EVENT

STEP 1: PLAN

Know what you want! (Who, What, When, Where, Why?)

Who is hosting and putting on this event?

What do you want to have included?

When (on which date/dates) could you host your event?

Where do you want your event to take place?

Why are you having this event (what is the purpose)?

The EARLIER you can propose and plan for an event, the better. Please allow yourselves at least 3-4 weeks to plan your event!

STEP 2: APPROVAL FROM EVENT ADVISOR

Who can APPROVE your event?

All campus events receive approval from different Faculty or Staff members who are specific point personnel for different student groups (Student Activities Board, Clubs, Household, Residence Life RA Projects, Athletics, etc. so don't be afraid to ask who the appropriate person is to assist with approving your event!)

The Faculty or Staff member will approve if there is a feasible **date, budget, and space** for your event. They will also help to reserve any rooms, spaces, and/or vans needed for you.

Chaperones needed? You may be asked to help find appropriate personnel to assist with your event.

Clubs will need to submit an event request form and wait for approval.

STEP 3: SUBMIT TICKETS

Your event was approved!

Next, you need to make sure that you submit any tickets for additional help/requests for your event, such as:

-Posters printed and any screen advertisements submitted for ADVERTISING

-Ticket submission to A/V for any Audio/Visual or furniture setup support (Please submit all tickets to A/V AT LEAST 2 WEEKS BEFORE your event!)

-Ticket submission to Physical Plant for any outdoor requests
(i.e. sprinklers turned off, fields sprayed for bugs, additional trash cans set out, etc.)

KEEP IN MIND THAT SOME TICKETS REQUIRE SEVERAL WEEKS' NOTICE

DURING STEPS 3-5: ADVERTISE

Get your event advertised to the student body and on the student calendar by:

-Submitting the info to my.avemaria.edu

-If you had posters printed from the Duplication Center, make sure they are brought to Student Life so they can get stamped for approval and hung up in approved locations around campus

-Submit a **tabling request** if you would like to table in the Dining Hall in order to advertise

STEP 4: PURCHASES/SUPPLIES

Your event is getting closer! What **supplies, food, or other expenses** do you need to consider?

If you received funding, your event advisor can help you make these purchases and to place orders or get reimbursed.

If you will need use of a **card reader** and/or **cash box** to collect payments, please notify and reserve in advance.

* Please note that if anything is needed from the Student Life closet, you will need to make arrangements to pick up all supplies BEFORE Friday afternoon, as no Staff is available to open the closet for you on the weekends. In the event of an emergency, you may call Ave Security in order to request access.*

STEP 5: EVENT PREP

Your event is about to happen! What **set-ups, pick-ups, decorating, or other pre-event steps** do you need to take? Check to make sure ALL of your event details are confirmed.

STEP 6 AND 7: HOST YOUR EVENT/CLEAN UP

It's time for your hard work to pay off! Host and enjoy your event!

Afterwards, please make sure that you have cleaned up and returned the space to its previous condition exactly as you found it.