# Event Planning Meeting Prep Sheet

Event planning is a complicated process, but we are here to help! It is important to note that RSO activities are the responsibility of the RSO and its leadership. Proper attention to details, follow through, and oversight are key to success.

The event-planning meeting is a meeting with a member of the Student Activities team, where we discuss your plans, and help you prepare for a successful event. During this meeting, we will review the details, logistics, and initiate communication/approvals with various partners across the University. We will review risk management policies/recommendations, as well as University policies/laws that are applicable to the activities you are planning. Depending on the complexity of your event, multiple meetings and additional follow up may be required. Once again, this is a conversation where our goal is to help you host a successful event.

In preparation for your Event Planning Meeting please gather the following details (as applicable to your event). The more details you have, the better. If you don’t have the details, but have questions regarding some of the logistics please those bring that as well – and we will help you determine the best path forward.

**General/Event Registration:**

* Tell us about this event? What are you hoping to do?
* How will you measure/determine the success of this event?
* By the time we meet, the event registration (online form) should have already been submitted. This form is the basis of our conversation, so please have it available to refer to as needed. Fill in additional details as needed, review the questions below for some thoughts on what we hope to gather during our meeting.

**Agenda for the event day:**

* From Start (your arrival) to finish (your departure), and everything in between…. who, what, when, etc. We want to know what time will you get there, what time is your catering going to arrive, your presenter/performer, do we need a sound check, what time will the event begin/end.

**Event Contact Details:**

* Who is coordinating the event? (Name/phone number)
* Who will be on point the day of the event (this may be different than the person coordinating the event, if this is multiple people at different places/times that is OK, just let us know!)

**Budget:**

* Did you get a budget approved through Stamford Activities or SGA? If so, please bring proof of approval (SGA Minutes, or an email from Student Activities).
* What purchases are you going to need to make, from where, how? (we can discuss in detail the logistics of this complicated process!)
* Provide us with details on:
  + Catering
  + Shopping/Orders
  + Contracts
    - *please note: RSO leaders are not authorized to sign contracts to be paid by the University/SGA!*
  + Licensing fees
  + Etc
* What is your plan if funds aren’t approved by SGA or Student Activities?
* If your event is funding through another source, what support are they providing? What are your responsibilities? Please bring any additional details/questions with you.

**Facility and AV Set up needs:**

* Come prepared to talk about how you want the room/space set up (where are the tables/ chairs, how will people move through the activity, etc). We will create a floor plan and send it to the Firemarshal for review/approval. We will also submit the request to our facilities team.
* What are your AV needs? Again, we will talk about the specific needs of your event/activity, and the resources available. If we need to look at special requests we can determine what sources may be available.
* Other equipment:
  + Will there be any warming units for food/catering?
  + Are you having large inflatables or other equipment brought in? (we may need specific details to share with the Firemarshal/UCPD/Facilities team for review/approval)
  + Is there something else you are going to have that we should know about?
* Decorations/props/etc

**Marketing/Advertising:**

* How are you planning to promote this event? Who do you want to be there?
* What is the timeline for promoting the activity?

**If collaborating/co-sponsoring the event:**

* Who are they? How did you connect with them?
* What are they responsible for?
* What are you responsible for?
* What has already been done, and what needs to be done?

**For Fundraisers:**

* Purpose of the funds collected, who is handling the money, and how will you insure accountability of the funds collected?
* How will you communicate the results of the fundraiser with your donors/supporters?

**Tickets:**

* If you are selling tickets for this event, when will the sales begin/end, what’s included in the ticket cost, will there be any discounts, how many tickets are available, how much is a ticket?

**Guest Speakers:**

* Guest speakers are anyone who plays a role in your event that is from outside the UConn community
* Who are they, what are they going to be speaking about? Please bring any social media/website links for this individual.
* Are they bringing any “entourage” with them?

**Minors:**

* If you are working with non-UConn folks under the age of 18 bring details about who, what, where, when? We will have a lot to discuss, so more details on this project the better!

**Security:**

* If you know about the security needs of this activity please bring that. All security protocols will be reviewed by UCPD for their input and feedback.

**For Off campus events:**

* Where is the event? How are folks getting there?
* Is there travel involved, are you staying overnight (where)
* What are folks doing while there?

**Other:**

* What questions do you have about your event?
* What details didn’t fit into one of these questions/bullet points?

**It is important to note advance planning is key to success…**

1. It may take one week to process all event registrations and to assign rooms for on campus events
2. Information must be submitted well in advance for on campus event (3 weeks prior!)
3. Purchasing can take 4-6 weeks to coordinate.

**The main reason events aren’t successful is due to a lack of time to coordinate the logistics. So plan early and meet with us! Follow through as needed!**