

AIMS STUDENT CLUBS AND ORGANIZATIONS PROGRAM PLANNING RESOURCE GUIDE

PROGRAM TITLE: _____

EVENT CHAIR: _____

PURPOSE OF EVENT: _____

EVENT COMMITTEE: _____

AT LEAST 2 WEEKS BEFORE THE EVENT:

- Submit Official Function Form for event approval
- Submit Activity Event Request Form
- Submit Meeting Minutes
- Submit Procurement Card Checkout Sheet
- Other Forms: _____
- Other Forms: _____
- Other Forms: _____
- Reserve space for event
- Submit work order for tables and chairs
- Buy prizes/decorations/etc.
- Graphics Request Form to SLD Media Specialist
- 2 weeks in advance of needing to post
- Recruit volunteers
- Submit blurbs for Aims Daily, Weekly, TP, and Facebook
- Post posters around campus
- Advertise with sidewalk chalk, dry erase campaigns,
flyers, business cards, candy, balloons, word of mouth, etc.

DAY OF EVENT:

- Set up event location
- Pick up food
- Coordinate volunteers

AFTER THE EVENT:

- Clean up facility and return borrowed items
- Thank-you notes
- Evaluations

NOTES & IDEAS:

