

# SGA EVENT PLANNING GUIDE

## PLANNING TIMELINE

### 6 Weeks Prior to Event:

- Event Request Form Submitted & Approved by Advisor
- Performers/Caterers- Contacted/Priced
- Inform other Student Groups about Event & Invite Them to Participate
- Preliminary Facilities Request ( do not turn in)

### 5 Weeks Prior to Event:

- Materials & Supplies List Compiled
- Orders Placed for Outside Suppliers (giveaways, decorations)
- List of Helpers and Clubs Participating

### 3 Weeks Prior to Event:

- Check Request/PO's Submitted
- Performer/Caterers Contracts Submitted to advisor
- Advertisement (flyers-posters-website-angler-TV station-email)
- Facilities Request Form Submitted (Must be signed by advisor/and copy kept on file)
- Finalize Event Schedule

### 2 Weeks Prior to Event:

- Assign Event Responsibilities
- List of Workers and Times ( give copy to advisor)

### 1 Week Prior to Event:

- All Supplies Purchased
- Confirm Performers/Contracted Services
- Follow up With Helpers
- Email Staff and Faculty

### 1 Day Prior to Event:

- Finalize any last minute Details
- Confirm Workers
- Reminder Emails

### Day of Event:

- Have Fun

