



EVENT PLANNING GUIDE

This form must be completed before any event is scheduled and submitted NO later than 3 weeks prior to the event.

Step One: Event Idea (at least 3 weeks prior)

- Conceptualize your event: What is the expected benefit/outcome of this event? Who is your target audience (Students? Campus community? General public community?)
- Develop a Budget:
 - Consider: Catering, speaker/presenter fees, promotion costs, vendors, supplies, maintenance needs, public safety needs, etc.

Step Two: Event Approval (at least 3 weeks prior)

- Meet with Student Life Coordinator for approval of your event. Be prepared to spend at least 30 minutes reviewing your event!
- Purchase Requests:
 - Turn in Purchase Requests for each vendor being utilized. Assist this process along by contacting your desired vendor(s) to determine if they will accept a purchase order. A Purchase Order will be requested on your behalf by Student Life Staff for each vendor from Accounting/Fees for YOUR club. If this is a vendor you would like to use again, consider requesting an OPEN PO!
 - Note: Lancer must be considered as catering vendor. Lancer provides all clubs with a 15% discount on all orders. Lancer is on-site, and will handle the set-up and clean-up of their items. Additional charges may apply for weekend/evening delivery.

Step Three: Logistics (2-3 weeks prior)

- Event promotion: All promotional items need to include which club(s) is hosting the event!
 - FLYERS: Student Life can print up to 15 color flyers in house. Student Life will post flyers for you after stamping them approved.
 - FLYERS/POSTERS: Additional flyers, including posters (max. 4) and table promotions, must be requested from the Copy Center. Please send an e-mail to studentlife@nhcc.edu with your flyer attached to initiate this process. Student Life will post flyers for you after stamping them approved.
 - BANNERS/MARKETING: You will need to request a Purchase Order as these will be done by an off-campus vendor. **ALL MUST BE APPROVED BY STUDENT LIFE!** Do NOT order your banner or any other marketing without direct approval from Student Life. You can bring mock-ups and ideas to Student Life, and then WE will place the order for you after it's been reviewed and approved.
- FOOD:
 - Lancer- A Purchase Order is **REQUIRED BEFORE** an order can be placed. Please turn in Purchase Request form to get this process started. You can review the menu and pricing information on their CaterTrax page via www.nhcc.edu/student-resources/food-service. Orders **MUST** be placed by Student Life staff. A 5 day minimum is required before the delivery date.
 - Outside Vendors- Contact to inquire about their ability to accept Purchase Orders. If they do accept Purchase orders, please turn in Purchase Request form to get this process started. Request a quote, including delivery (if applicable). Order can be placed by Student Life staff once PO is approved.
 - Outside Vendors (No PO)- If a vendor will not accept a Purchase Order, when completing Purchase Request form, please note that on the request form. Vendor must be contacted to make payment arrangements. Once arrangements have been made, Student Life staff will work with Club to place order and make payment.
- Purchases:
 - Student Life will make purchases for you, and will contact you once available for pickup.
- Equipment:
 - Student Life can rent out: popcorn machine, camera, and easels. Please pick up a rental form in Student Life!

- Consider your IT needs: microphones, speakers, projectors, extension cords, etc.
- Security:
 - If your event goes beyond office hours (8:00am- 4:30pm, M-F), you will need to work with Student Life staff to inform security of your plans. If your event goes beyond building hours (6:30am- 10:30pm, M-F; 7:30am – 6:00pm, Sat), overtime approval must be approved in advance by the Director of Public Safety and this cost will come out of your budget.
- Facilities:
 - If you need a specific set-up for your event, be prepared to sketch out this plan. Draw a map of your event space, and include a key (ie. Xs = chairs, *s= tables, etc.). Student Life will send to Facilities. Having a map will ensure your space is set-up the way you need it to be prior to your event!
- Parking:
 - If you need special parking passes- please contact info@nhcc.edu
 - If you need to reserve a parking spot- please inform Student Life
- Special Accommodations:
 - Access Services can assist with any special accommodations for your event. Please contact Access Services at disability@nhcc.edu.
- Speakers/Presenters:
 - All speakers/presenters MUST have a signed Speaker Agreement on file, even if they are not requesting payment.
 - Speakers/presenters requesting payment must be informed that state statute allows for payment within 30 days of the event. Payments will NOT be made on the day of the event! Please work with Student Life to assist the speaker/presenter in setting themselves up as a vender in order to receive their payment.
- Set-up/Take-down:
 - Facilities can be requested to set-up/tear-down NHCC property (such as tables, chairs, stage, etc.). Lancer will set-up/tear-down DELIVERED items ONLY. Items that were picked up MUST be returned or Club will be charged for missing property!
 - Clubs MUST plan for other set-up/tear-down, including decorations, props, table cloths, etc. Plan ahead to ensure there are volunteers on both ends of the event. If clean-up is not adequate, the Club will be contacted to return or Facilities will charge for clean-up, which will be billed to the Club.

Step Four: Confirm, Follow-up, Finalize (1-2 weeks prior)

- Ensure speaker/presenter (if applicable) has directions to event, schedule of event, and contact information.
- Brief club members/volunteers on responsibilities before/during/after event.
- Confirm all supplies/food has been arranged.

Step Five: DAY OF EVENT!!!!!!!!!!!!

Before Event:

- Put up sandwich boards/easels/directional signage as early as possible on the day of event.
- Arrive early to event location- confirm placement equipment in space (tables, chairs, etc), set-up of decorations, test IT equipment, and ensure arrival of rental equipment.
- Direct placement of food/vendors.

During Event:

- ENJOY YOUR HARDWORK!!!
- Manage flow of events and people.
- Pass out feedback/evaluation forms.

After Event:

- Complete clean-up: ensure space is left exactly how you found it when you came in!

Step Six: Follow-up

- Collect feedback forms and review for input.
- Turn in forms to Student Life- discuss any concerns with Student Life Staff.

Ready to plan another event?!?! Let's do it again! ☺