



Student Activities Office Event Planning Guide

The key to a successful event is good planning. This event planning form provides your organization with a series of questions to consider prior to engaging in an activity. Your advisor should be part of the planning process for any event hosted by your organization. Please keep in mind that all activities must be consistent with College policies and procedures and should fit the mission/purpose of your organization.

Once completed, please turn this form into the Student Activities Office. A Facilities Use Worksheet and a Contract will then be prepared for your event. If you have any questions, regarding this form or any of the forms talked about below, please call the SAO at 734-462-4422, or e-mail Elizabeth Machniak at emachnia@schoolcraft.edu.

Name of Club/Organization:

Individual(s) Responsible for Coordinating Event:

Phone: **E-Mail:**

Advisor:

Phone: **E-Mail:**

Event Planning Information

Event Name:

Date of Event: Start Time: End Time:

Event Location: (Contact the SAO to check on room availability.)

Type of Event: Educational Cultural Recreational Community Service Other

Estimated Number of people attending:

Media Equipment needed:

- | | | |
|-----------------------------|----------------------------|--------------------------|
| Instructor Computer Station | Data Projector/Screen | CD Player |
| Podium/Microphone | TV/DVD Player | Speakers/Sound Equipment |
| Handheld Microphone | Overhead Projector | Flip Chart w/Pad & Pens |
| Lapel Microphone | Easel (floor or table-top) | Speakerphone |

Other media equipment needs:

Will a Media Technician be required? No Yes, for set-up only - Time: Yes, for entire event - From: To:

Any Information Services needed: (i.e. webinar, internet access, software needs, laptop computer, etc.)

Facilities set-up needs: (Please list any type of special room set-up that you will need. This includes: tables, chairs, staging, trash cans, etc.)

Do you plan to have Refreshments for this event?

If yes, what do you plan to have?

What type of supplies do you anticipate that you will need for the event? (i.e. decorations, paper products, office supplies, etc.)

Does your event include any type of physical activity?

Yes

No

(If yes, each individual will need to fill out a Liability Form that can be obtained from the SAO.)

Does your event include travel?

Yes

No

(If yes, a Travel Authorization must be prepared and Liability Forms completed by each individual traveling. For larger group trips, such as sporting events, ski trips, etc. a sign-up book must be prepared along with the Liability Forms. All of these items can be obtained from the SAO.)

Marketing check-list:

Flyers - For flyer assistance, please fill out a Flyer Request Form and turn into SAO.

Posters

Facebook/Website/Cable Network

Please fill out a New Event for Website/Facebook/Cable Network Form and turn in to SAO.

Newspaper Ad - Contact the Connection Advisor/Editor in the SAO.

E-mail to members

E-mail to campus