

Gettysburg College Event Planning Checklist

Basic Steps to Planning an Event

1. Name the event.
2. Determine the time and location of the event by checking with the Scheduling Coordinator.
3. Reserve a facility. (See Scheduling a Facility on page 14)
4. Register the event. If you are requesting a host provider event, there will be additional steps necessary in order for the event to be approved.
5. Meet with the College Life Technical Coordinator about technical needs for the event.
6. Complete the contract or any DJ, band, speaker or service provider (see Contracts).
7. Request money from Senate to help with the event.
8. Be sure those involved are clear on their role in planning the event and the day of the event.
9. Publicize the event. Do not publicize until all other steps are completed to ensure the event will take place. (See Campus Publicity on page 13)
10. Request checks.
11. If the location of your event is outside, be sure to develop a rain plan. You may want to include those campus offices that may be affected by any changes due to rain (i.e. Safety & Security, Facilities Management, Dining, OSAGL, Technical Coordinator, and Scheduling Coordinator).
12. Purchase refreshments.
13. Order decorations or other material needs (OSAGL has catalogs to order from if you need them).
14. Changes or cancellations need to be updated immediately so everyone involved knows what's happening.
15. Remain enthusiastic throughout the process – it will help to keep those involved excited!