

## PLANNING AN EVENT

Any event hosted by CCCC will have one point of contact who will be the lead coordinator for the event. The following is a check list of what all CCCC event planning committees should follow to insure a successful event:

## PRIOR TO THE EVENT

- 1. Designate the point of contact (lead person in charge of planning the event)
- 2. Determine date and time of event
- 3. Determine the number of people to be present (Estimate)
- 4. Fill out Facilities Scheduling Request Form and email to: <a href="mailto:event.notice@littlehoop.edu">event.notice@littlehoop.edu</a>. This takes care of contacting maintenance, IT, security, room reservations, etc.
  - a. If a formal event:
    - i. invite an MC for the event
    - ii. Invite an elder to do the opening/closing prayer
    - iii. invite president ASAP to set on calendar
    - iv. stage setup (optional)
    - v. podium
    - vi. table cloths request from maintenance on facilities scheduling request form
    - vii. flowers
    - viii. drum group (optional)
    - ix. prepare gift or gift bags
- 5. Prepare event public notice at least two weeks prior
  - a. email
  - b. mail
  - c. flyer-post at BB, in house on bulletin boards, website, facebook page, college calendar
  - d. KABU announcement
- 6. Prepare agenda/program
- 7. Prepare a list of Materials, supplies or equipment needed
  - a. a. Do PO requests and purchase needed supplies (Pens, notepads, etc.) in advance (at least one week) BEFORE THE DAY OF THE EVENT!
  - b. Check with presenter for materials needed (pens, notepads etc.)
- 8. Order refreshments/meal
  - a. Set time of meal when ordering
  - b. Do PO requests (College Café, Wallys, Pauls, White House, etc.)
- 9. Make hotel reservations for out of town facilitator(s), speakers
  - a. Contract
  - b. Travel
  - c. Hotel
  - d. Suppliies
  - e. Check request (at least one week prior to event)
  - f. Follow up on trip report/receipts
  - g. Follow up with facilitator with all event logistics and confirm arrival time and date.

- 10. Confirm event room and the setup as requested
- 11. Do all check requests (facilitator, drum, honorariums, travel, or contract payments)

  MAKE SURE CHECKS ARE READY THE DAY OF THE MEETING!! DO NOT MAIL CHECKS!
- 12. Designated point of contact must pick up and sign for all checks regarding event.

## THE EVENT DAY

- 1. Final check on meeting room: sign in sheet, handouts, supplies, etc.
- 2. Final check on food/refreshments: make coffee, set out drinks, cups, etc.
- 3. Final check on equipment: MAKE SURE IT WORKS!

## **AFTER THE EVENT**

- 1. Work order for cleanup of gym only, programs must clean up all other rooms used (classrooms, board rooms, etc.)
- 2. Prepare/distribute notes/minutes
- 3. Prepare follow up correspondence
- 4. Reconcile with the finance office.



Before Meeting					
General	Target Date	Confirmation	PO - Y/N		
Secure names/addresses - Participants/Presenters					
Reserve meetings room(s) - eventnotice@littlehoop.edu					
Make calendar notations					
Prepare meeting notice - PSA					
Prepare agenda					
Prepare list of materials, supplies equipment needed					
Order refreshments (or meal)					
Prepare meeting evaluation forms					
Prepare handouts					
Make hotel reservations/travel plans					
Confirm meeting rooms					
Send notice/agenda - Participants/Presenters					
	es Checklist				
	Room				
Is the room the right size?					
Is the lighting adequate?					
Is the ventilation working properly					
Is the temperature setting comfortable?					
Is the room free of distracting noises?					
Layout					
Are the chairs arranged how you want them?					
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Are the stand, podium, and microphone set up properly	?				
Is the lighting set properly for your type of visuals?					
Equipment					
Is the electricity on?					
Are there needed extension cords?					
Are all the light bulbs functioning?					
Does the overhead projector, slide projector, or					
computer projector or internet connection work properly?					
Is the microphone working with its volume properly					
adjusted?					
Is the microphone adjusted to the right height?					
Are electrical cords arranged so you don't get entangled					
in them or trip over them?					
For large presentation rooms, are there microphones se	t				
up in the audience for questions and comments, and do they all work properly?					



Presentation Materials	Target Date	Confirmation	PO - Y/N
Do you have all your visuals (slides, overheads,			
electronic presentation, handouts or demonstration			
items)?			
Do you have a pointer?			
If you're using a laser pointer, is it working properly?			
Is a tripod available for your poster or notepad?			
Are there thumbtacks, pins, or tape for your poster or			
signs?			
Are your slides properly loaded in the slide projector			
carousel or slide tray?			
Do you have a chalkboard, white board, or notepad and			
chalk or pens?			
Supporti	ing Services		
Do you have drinking water?			
Does the audience have notepaper and pens?			
Does the entrance to the presentation room give			
information about the speaker or session being held			
there?			
Do you know how to handle audiovisual, lighting, or			
sound problems in the events something goes wrong?			
Do you know how much room you have on the podium			
so you don't fall off?			
The Me	eting Day		
Presenter/Greeters			
Final check on meeting room(s)			
Final check on food			
Final check on equipment			
Meeting documentation			
After th	e Meeting		
Prepare/distribute notes/minutes/surveys			
Prepare follow-up correspondence			
Summarize evaluation forms			