



# 5 Tips for Event Planning

ICR events, fundraisers/volunteering for a local organization or HOBY and other large-scale events require several months of planning to be successful. Successful events are fun, safe and well planned. Here are 5 tips to consider when planning your next Chapter event:

- 1 Create a timeline/checklist**

Start from the end and work your way to the beginning of planning the event. It helps to start from the end because you know what you want your end result to be. Make sure to include deadlines and whom each task is assigned to so that all Members involved in planning have some accountability.
- 2 Determine a budget**

Once the concept of the event is clear, it is vital to determine what funds are available for the event. If the event is going to cost more than the funds readily available, the Chapter may need to rethink the event and find ways to make the event more affordable or work with the Treasurer/Fundraising Committee to come up with the funds to coordinate the event as originally planned.
- 3 Find the location**

Determine space needs. Once facility options have been found, contact them to find out about their availability, approval process, policies/requirement to use the facilities and any fees/associated costs. Make a check of the room for basic safety considerations. Are there potentially dangerous areas that should be secured? When the event is held at a distance from campus consider providing transportation, designated drivers or a shuttle service.
- 4 Establish itinerary/agenda**

This will help to ensure that every activity of the event is taken into account and attendees can plan their schedules accordingly. Having a schedule puts in place a structure for the event to run more efficiently.
- 5 Use the Event Planning Form**

The Event Planning Form Tool is an educational resource intended to ensure that Chapters and Associations have the necessary information and tasks accomplished in order to hold fun and safe events. Members in charge of planning events are encouraged to use this form especially when planning more complex events that include contracts, additional insurance, etc. [Event Planning Form](#)

All events should also be in accordance with the [National Risk Management Policy](#).