

## **EVENT PLANNING – DETAILS (EXAMPLE)**

Event planning is the essential skill of bringing an idea into reality. The following guide will help to think through all the different aspects and needs of the event. There are six basic areas that need to be walked through for a successful event to happen.

1. Basic Information (who, what, when, where)
2. Rationale (why)
3. Planning and Delegation (how)
4. Budget
5. Execution
6. Evaluation

EXAMPLE

## 1. EVENT BASIC INFORMATION (EXAMPLE)

**Event Name: Game Night**

Date: 10/15/2019

Time: 5:00pm-8:00pm (MST)

Location: The Student Union Building

## 2. EVENT RATIONALE (EXAMPLE)

### Vision-Mission-Values Connection

—How does this event further the vision for your area of oversight, the student council vision, and/or the overall mission of BBC?

- Game night furthers the community value that BBC holds.
- Game night fulfills our vision in creating an environment of community and encouragement as students face mid-semester.

### Purpose/Objective:

—What is the purpose of the event?

- to have a relaxed night playing games
- to foster a space of community and encourage for students

### Event Goals:

—What SMART\* goals will help to accomplish the event's purpose/objective?

\*Specific, Measurable, Attainable, Relevant, Time-bound

- Game night will set a laid back atmosphere to play games in by presenting a "coffee house" feel (low music, soft lighting).
- Game night will encourage students by providing a time to connect socially.

**3. EVENT PLANNING AND DELEGATION (EXAMPLE)**

<b>Staff / Role Assignments</b>
<ul style="list-style-type: none"> <li>- Command: Rachel Pope <i>Who is the person in charge of the team?</i></li>   <li>- Finance: Ryland Gallegos <i>Who will communicate concerning the budget?</i></li>   <li>- Logistics: Will Phillips <i>Who will communicate concerning institutional impact?</i></li>   <li>- Operations: Carmen Lynn <i>Who will oversee event details?</i></li>   <li>- Planning: Olivia Fritz <i>Who will oversee the planning process?</i></li> </ul>

<b>Event Overview / Agenda</b>
<ul style="list-style-type: none"> <li>- 5pm is the start time – food/snacks will be available for people to enjoy</li> <li>- By 5:30 we will start games which will go until 7:20</li> <li>- At 7:30 "Mock Awards" will be given to the winners</li> <li>- By 7:55pm people will be encouraged to stay and help tear down the event.</li> <li>- At 8 We will tear down the event.</li> <li>- The night of/directly after the event, I will have counted my receipts to my monies to make sure I am in the black for turning in my budget.</li> </ul>

<b>Pre-Event Tasks</b>	
<b>Task</b>	<b>Responsibility/Timeframe/Notes</b>
Speak to others to delegate tasks	Rachel Pope / 09/10/19

<b>Marketing / Publicity</b>	
<b>Task</b>	<b>Responsibility/Timeframe/Notes</b>
Send event information to Media Committee to design flyer.	Carmen Lynn- 09/17/19
Send event information to Student Life Assistant for digital distribution.	Olivia Fritz- 09/17/19

<b>Supplies and Equipment</b>	
<b>Task</b>	<b>Responsibility/Timeframe/Notes</b>
Supplies: -balloons -streamers -poster board and paint	
Equipment: -sound system -lamps -games	

<b>Food Options</b>	
Refreshments/Beverages will include: -water -lemonade  Food will include: -dessert items  Condiments/Paper Goods/Utensils/Cups/Misc. -paper plates -cups	

#### 4. EVENT BUDGET (EXAMPLE)

<b>Event: Game Night</b>			
Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
Brenna Grey Decór	Balloons	\$5 X 4	\$20.00
	Streamers	\$5 X 2	\$10.00
	Wrapping paper	\$5 X 4	\$20.00
	Paint	\$5 X 3	\$15.00
	Poster board	\$3 X 5	\$15.00
		<b>Total</b>	<b>\$80.00</b>

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
Sam Smith Games/Activities	Bulk candy (Winco)	\$2/lb. X 13	\$26.00
	Plates, cups, etc.		\$45.00
	Angry Birds game	\$30 X 1	\$30.00
	Captain America game	\$20 X 1	\$20.00
		<b>Total</b>	<b>\$121.00</b>

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
Jamie Lynn Miscellaneous	Cards	\$4 X 5	\$20.00
	Prizes	\$10 X 6	\$60.00
		<b>Total</b>	<b>\$80.00</b>

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
Coronet Food Services Food	Desserts		\$100.00
		<b>Total</b>	<b>\$100.00</b>

<b>Grand Total</b>	<b>\$381.00</b>
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### **Budgetary Notes**

- In the planning phase of the event, a person is to be designated for finances.
  - The finance person oversees budgetary communication within the team and communicates directly with the Student Council Secretary/Treasurer.
  - After the event (72 hours), the finance person collects all remaining monies and receipts from individuals that were issued a check and delivers everything to the Student Council Secretary/Treasurer.
- Checks are issued to a specific individual for a specific purpose. Thus, monies can neither be transferred to another individual nor used for another purpose.
  - The individual will be responsible for how the money is spent, tracked, and recorded.
  - All remaining monies and purchase receipts will be reconciled with the finance person after the event.
  - Any missing monies and/or purchase receipts will be the responsibility of the individual.
    - ~Exchange of unused items are encouraged; return receipt will be included in the reconciliation of funds.

EXAMPLE

## 5. EVENT EXECUTION (EXAMPLE)

### SET UP

- The set-up team is in charge of the final facility preparation for the event.

<b>Set-up Team</b>	1.	Carmen Lynn	2.	Jerimiah Finley
	3.	Nathanael Branch	4.	Quinn Nunez
	5.	Adison Jordan	6.	Yazmin Ochoa
	7.	Marie Bowers	8.	Dayton Harper
	9.	Briley Goodwin	10.	Jasper Dean

### SERVICE

- The serving team is in charge of table preparations (e.g., center pieces, place settings, chair placement). They will also serve the guests during the event.  
-The general rule is 1 server per every 3 tables (8 guests per table).

<b>Serving Team</b>	1.	Keith Pearson	2.	Marlie Cervantes
	3.	Ryland Gallegos	4.	Kaila Lawrence
	5.	Thaddeus Larson	6.	Dixie Campos

### CLEAN UP

- The clean-up team should consist of at least 8 people. The clean-up team is responsible for stacking chairs, removing tables, emptying all trash cans, replacing the liners, and vacuuming the floor as needed. Communicate with the Director of Physical Plant for specifics in this regard.

<b>Clean-up Team</b>	1.	Will Phillips	2.	Collin Bullock
	3.	Bridger Bates	4.	Dashawn Campbell
	5.	Alice Glass	6.	Paul Price
	7.	Skylar Faulkner	8.	Baron Wu
	9.		10.	

*\*\*\*Please also note that for maintenance reasons, no candles, glitter, or incense are permitted to be used in Boise Bible College facilities.\*\*\**

## 6. EVENT EVALUATION (EXAMPLE)

### OPTION 3 - QUESTIONNAIRE RETROSPECTIVE

Did we meet the mission connection and accomplish all the event objectives?	We believe that we accomplished our goal of community as we did bring people together in the environment. We were able to encourage students during the event.
Was the theme appropriate?	Yes. The theme was centered on games. We were able to create an atmosphere that was low key and helped everyone relax.
Was the event attended as expected?	Lower numbers than we had expected.
Did attendees have a good time?	According to their word and audience participation it seems to have gone well.
If marketing material was utilized (print, digital, etc.), was it appropriate, well received, and/or effective?	We used chapel announcements and the bulletin boards. Both were effective but could have been better utilized if we had produced the content for these areas sooner.
Did we communicate with all impacted areas properly, timely, and effectively?	After asking the areas affected, we were on time for communications. However, most areas would have preferred communication up to the event rather than only prior as they felt out of the loop.
Were all tasks and roles delegated appropriately?	Yes, each role was delegated and seemed to be a good fit for the person. Ryland did a great job in communicating the budget. His thorough communication helped Jenna get the money to the team on time.
Were tasks and assignments completed on time?	The budget was completed and turned in on time. The food options were completed, but it did not come out on time. We will need to communicate with the Chef sooner and up to the event as stated above.
Was all money accounted for and turned into the business office within the allotted timeframe?	Yes. We were able to account for all receipts and monies after the event and turn them into Jenna within the allotted 3-day timeframe. We had some difficulties meeting up at the beginning but were able to receive our budget on time.
Was the budget sufficient?	Yes. We budgeted just enough and turned in \$5.63 left over from the budget.
Suggestions for improvement.	More timely communication. Personal invite friend groups.