



EVENT PLANNING GUIDE

The following planning guide is in place in order to provide a successful event for the student body at Boise Bible College (BBC). Using this guide will ensure that all departments affected will be properly notified, have ample time to plan for the event, and meaningful conversations can happen. Remember...***Proper Prior Planning Prevents Poor Performance!***

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EVENT PLANNING – CHECKLIST

PRIOR TO THE EVENT

INITIAL MEETING

An initial meeting (*minimum four weeks prior to the event*) needs to be convened to discuss the event: set theme, discuss activities, and delegate tasks within your event leadership. At this initial meeting, neither the Student Council Secretary/Treasurer nor the Dean of Students is involved unless you have questions. In the initial meeting, these questions should be answered:

- *What* is the event purpose and theme? *When* and *where* will the event be held? What activities will be held? How will all the tasks be delegated? *What* is the general budget for the event?
- *Why* is the event being planned? This should include the event rationale: an overview of the event, how it is connected to the furthering of BBC's mission, and objectives for the event.
- *Delegate* tasks and roles appropriately. This includes choosing two persons for logistics and finance.
 - **one** designated person that will be responsible for all communication from the planning team to the various people/departments on campus (logistics)
 - **one** designated person that will be responsible for all communication concerning budget with the Student Council Secretary/Treasurer (finance)

The Budgetary Process...

- All meetings should be held by Tuesdays at 3:00pm.
- Budget items must be a) submitted to the Student Council Secretary/Treasurer, b) approved by the Dean of Students, and c) submitted to the Business Office before close of business at 4:30pm on Tuesdays.
- On Wednesday mornings, the Business Office will process approved budget items.
- Individuals receiving checks can expect them within 2-3 business days.
 - *holidays, weather, and/or staffing may affect timing

THREE TUESDAYS PRIOR TO THE EVENT

- Think through the institutional impact of the event: facilities and set up (Director of Physical Plant), food service (Executive Chef), housing (Resident Director), campus communication (Student Life Assistant), Lion's Den (Manager), classroom usage (Director of Physical Plant), faculty involvement (Academic Dean), web site (Business Office).
- Meet with individuals to communicate the event, how it impacts their area, and what they can help with. These conversations should result in filling out needed online forms, further research of event needs, and compiling a budget proposal.
- Meet with the Student Council Secretary/Treasurer. At this meeting, bring the event rationale (overview, mission connection, objectives), event agenda, task and role delegations, overview of institutional talks, and a proposed budget of needed expenditures (décor, food, activities, miscellaneous).
- Meet with the Student Council Secretary/Treasurer. At this meeting, bring a final draft of the event planning guide and the final budget. Budget must include an itemized breakdown of needed items, who gets the money (name of student or business), when the money is needed, and how the money is to be distributed (check, charge, billed to account).
-The Student Council Secretary/Treasurer will submit completed, approved purchase/advance spending requests to the Business Office.

TWO TUESDAYS PRIOR TO THE EVENT

- Follow up communication with campus areas. These conversations should have more details of the event. Finalize any needed online forms, communication, and/or needs.
- Meet with (Executive Chef) to finalize food service and (Director of Physical Plant) to finalize facilities and set up needs.

ONE TUESDAY PRIOR TO THE EVENT

- Final communication with campus areas. These conversations should include any final details of the event. Distribute planning guide, lists, agenda, and so forth to needed areas.
- Meet with (Executive Chef) to confirm food service and (Director of Physical Plant) to confirm facilities and set up needs.
- Meet with Student Council Secretary/Treasurer, to finalize details.

3 DAYS (72 HOURS) PRIOR TO THE EVENT

- Confirm final impact with campus areas:
 - *times* for facilities use and set up (Director of Physical Plant)
 - *head count* for food service (Executive Chef)
 - *list of rooms* for housing (Resident Director)
 - *final* campus communication (Student Life Assistant)
 - *beverages* from Lion's Den (Lion's Den Manager)
 - *classroom usage or faculty involvement* (Academic Assistant)
 - *announcements/publications* on web site (Business Office/Media Committee).
- Confirm with outside vendors on secured services (rental companies, etc.)
- Meet with Student Council Secretary/Treasurer or Student Life Office, to review any last minute details.

AFTER THE EVENT

3 DAYS (72 HOURS) AFTER THE EVENT

- All money expenditures should be accounted for and turned into the Student Council Secretary/Treasurer
 - Each individual receiving advanced funds must account for the FULL amount that was issued with ALL receipts from expenditures and remaining funds to equal the issued amount.
 - **Missing receipts or funds will result in your personal donation to the college.***

ONE WEEK AFTER THE EVENT

- Meet to debrief the event with the planning team.
 - Student Leader will ensure the key players are available and facilitate the discussion
 - Use a retrospective tool to evaluate the event (e.g., start stop continue retrospective)
 - The evaluation should consider these questions:*
 - Did we meet the mission connection and accomplish all the event objectives?
 - Was the theme appropriate? Was the event attended as expected?
 - Did attendees have a good time? If marketing material was utilized (print, digital, etc.), was it appropriate, well received, and/or effective?
 - Did we communicate with all impacted areas properly, timely, and effectively?
 - Were all tasks and roles delegated appropriately? Were tasks and assignments completed on time?
 - Was all money accounted for and turned into the business office within the allotted timeframe? Was the budget sufficient?
 - List suggestions for improving the next event.
- Student Leader ensures all budgetary concerns are met with the Student Council Secretary/Treasurer and submits the completed event planning guide with the evaluation to the Student Life Assistant for archiving.

EVENT PLANNING – DETAILS

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

1. EVENT BASIC INFORMATION

Event Name: Date: Time: Location:

2. EVENT RATIONALE

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?

Purpose/Objective:

—What is the purpose of the event?

Event Goals:

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

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

3. EVENT PLANNING AND DELEGATION

Staff / Role Assignments
<ul style="list-style-type: none"> - Command: <i>Who is the person in charge of the team?</i> - Finance: <i>Who will communicate concerning the budget?</i> - Logistics: <i>Who will communicate concerning institutional impact?</i> - Operations: <i>Who will oversee event details?</i> - Planning: <i>Who will oversee the planning process?</i>

Event Overview / Agenda
<ul style="list-style-type: none"> - - - - - -

Pre-Event Tasks	
Task	Responsibility/Timeframe/Notes

Marketing / Publicity	
Task	Responsibility/Timeframe/Notes

Supplies and Equipment	
Task	Responsibility/Timeframe/Notes
Supplies: - - - -	
Equipment: - - - -	

Food Options	
Refreshments/Beverages will include: - - Food will include: - - - - Condiments/Paper Goods/Utensils/Cups/Misc. - -	

4. EVENT BUDGET

Event:			
Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
			\$
			\$
			\$
			\$
		Total	\$

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
			\$
			\$
			\$
			\$
		Total	\$

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
			\$
			\$
			\$
			\$
		Total	\$

Name on the check Budget Category	Item (place of purchase)	Price per item X Quantity =	Total Item Price
			\$
			\$
			\$
			\$
		Total	\$

Grand Total	\$
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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.

5. EVENT EXECUTION

SET UP

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

- | | | |
|--------------------|----|-----|
| Set-up Team | 1. | 2. |
| | 3. | 4. |
| | 5. | 6. |
| | 7. | 8. |
| | 9. | 10. |

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).

- | | | |
|---------------------|----|----|
| Serving Team | 1. | 2. |
| | 3. | 4. |
| | 5. | 6. |

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.

- | | | |
|----------------------|----|-----|
| Clean-up Team | 1. | 2. |
| | 3. | 4. |
| | 5. | 6. |
| | 7. | 8. |
| | 9. | 10. |

****Candles, glitter, or incense are not permitted to be used in Boise Bible College facilities.****

6. EVENT EVALUATION

OPTION 1 – START-STOP-CONTINUE (SSC) RETROSPECTIVE

<p>START</p>	<p><i>What should be started to make the event/planning go better next time?</i></p>
<p>STOP</p>	<p><i>What should be stopped because it did not help the event/planning?</i></p>
<p>CONTINUE</p>	<p><i>What should be continued in the event/planning that worked well?</i></p>

OPTION 2 – GMBL MATRIX RETROSPECTIVE

GOOD – What was <i>good</i> about the event/planning?	BETTER – What could be done <i>better</i> ?

MORE – What do we want <i>more</i> of?	LESS – What do we want <i>less</i> of?

OPTION 3 - QUESTIONNAIRE RETROSPECTIVE

Did we meet the mission connection and accomplish all the event objectives?	
Was the theme appropriate?	
Was the event attended as expected?	
Did attendees have a good time?	
If marketing material was utilized (print, digital, etc.), was it appropriate, well received, and/or effective?	
Did we communicate with all impacted areas properly, timely, and effectively?	
Were all tasks and roles delegated appropriately?	
Were tasks and assignments completed on time?	
Was all money accounted for and turned into the business office within the allotted timeframe?	
Was the budget sufficient?	
Suggestions for improvement.	

OPTION 4 – 4Ls RETROSPECTIVE

LIKED – What did the team like about the event/planning?	LEARNED – What did the team learn during this event/planning?

Lacked – What did the team lack during the event/planning?	Longed for – What does the team long for in the next event/planning?