

Pre-Event Planning Questions to Consider

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In order to plan a successful event, it is helpful to understand why you are planning the event, what is involved in planning the event, and how the event aligns with your organization's purpose. In addition, it is useful to have a place where all of the details of your event are written down to make sure that you do not forget anything, and to document planning steps so that future students can utilize information that you leave behind. This list of questions to consider will serve as a resource for you to understand your purpose for programming, what you were hoping to accomplish, and will provide history for the future of your student group.

Name of Event: _____ Brief Description: _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm Location: _____

Open to Non-WU Community: Yes _____ No _____ Anticipated Attendance: _____ Anticipated Cost: _____

Alcohol Served: Yes _____ No _____ Outside Noise Amplification? YES times: _____ am/pm to _____ am/pm NO

Sponsoring Organizations: _____ Today's Date: _____

- What is the purpose of the event? How does the event align with the purpose or mission of your organization? What are the goals for the event? Will this event be a part of a series of programs or have a theme?

- What other events are taking place at the time of your event?

- Draw up a publicity plan.

Type	When	Who	Where	More Info
Ex. Underpass	7/12	Joe Shmo	underpass	get paint

- What is your budget for the event? What purchase orders need to be made? Do you need the Student Union credit cards from the Business Managers?

Item	Company	Quantity	Cost	Who
Ex. cups	Sam's Club	200	\$20	Joe Shmo

- Have you turned in your contracts to the Office of Student Activities and scheduled a contract meeting at least **10 working days** in advance?

- What tasks will be assigned to which people?

- Do you have event set-up arrangements?

- What and who will be involved with the clean up of your event? Break down/return items?

- Additional Comments or Planning Items:

Post-Event Evaluation

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As soon as possible after your event occurs, it is very beneficial to sit down with everyone who was involved with the event to evaluate the execution of the event and the performance of your organization. Post-event evaluation reports are useful tools to pass on to future members of your organization. This form will help you evaluate your event and is complementary to the Pre-Event Planning Questions to Consider. (REQUIRED OF EVENTS WITH ALCOHOL.)

Name of Event: _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm Location: _____

Open to Non-WU Community: Yes _____ No _____ Total Attendance: _____ Total Cost: _____

Alcohol Served: Yes _____ No _____ Outside Noise Amplification? YES times: _____ am/pm to _____ am/pm NO

Sponsoring Organizations: _____ Today's Date: _____

- What was the purpose of the event?

- Did the date and time of your event work well? Explain why or why not? Did conflicting events affect attendance or effectiveness of your event? What suggestions would you make for holding this event at the same time in the future?

- Did the location work well for your event? What would have worked better? Were you able to set-up the way you originally planned? Why or why not?

- What parts of your publicity plan worked the best? Do you feel that the publicity was timely? How would you change the publicity for future events?

- Was your budget accurate? List any and all changes or recommendations for the future.
PLEASE ATTACH BUDGET INFORMATION.
- Did you utilize outside vendors/performers/speakers/food service providers for this event? If so, who were they? Would you utilize them again? Why?

- Have all vendors been paid? If so, when? Were there any problems with contracts or providers being paid?

- Did everyone follow through with their responsibilities for planning? What changes would you recommend to the planning committee and various delegated responsibilities? _____

- How many wristbands did you use? How many security guards did you have? How many Washington University Police (WUPD) officers were at the event? How many staff volunteers did you have at the event? _____

Overview of Event:

- What went really well? Why? _____

- What changes would you make for the future? Why? _____

- Additional comments about the program: _____

***Collect all relevant copies of paperwork, publicity, day of event form, notes, vendor information, contracts, etc. together and keep for future reference.