

# **EVENT FORM**

## **Asbury Student Congress**

### **2019-2020**

#### **BRAINSTORMING:**

The key to a successful event is good pre-planning. An event does not plan itself in 3 days. Please give yourself 2 to 3 weeks prior to an event to plan. This resource provides your committee/club with a series of questions to consider prior to beginning the planning process. This is a tool to be used by you and your VP. Please fill out this form and talk through it with your VP before beginning planning or requesting funds. It's a good idea to meet bi-weekly/weekly with your VP as you are going through the planning process. That way, your entire group is on board and understands your direction. Please keep in mind that all events should be in compliance with University rules, policies, and procedures as well as the mission/purpose of Asbury.

#### **WHAT is the nature of the event?**

- What type of event do I want to produce?
- What are my goals?
- What will I need in order to produce the event?
- How will you advertise for the event?

#### **WHO will be involved in the event?**

- Who is/are the decision-maker(s) for the event?
- Who is our target participant for the event?
- Who do we need to contact regarding the event?
- Who will be there to set-up/clean-up/oversee?

#### **WHEN will the event take place?**

- Time of day?
- Day of the Week?
- Is the event conflicting with other university events?

#### **WHERE will the event take place?**

- Indoor or outdoor space?
- Do you need to reserve the space?
- What are my first and second choices of venues?
- Have you reserved the facility?

#### **HOW MUCH will the event cost?**

- How much do we need to budget?
- Will we charge attendees?
- Will this event be in partnership with any other organization/branch/office?

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**HOW TO PLAN AN EVENT:**

**Steps to Planning a Successful Event**

- **Step 1:** Get Approval from VP / Fill out Pre-Event Form
- **Step 2:** Choose Your Date(s) Carefully
- **Step 3:** Reserve Campus Space
- **Step 4:** Email Glen Flanigan to Reserve Your Date
- **Step 5:** Consider Your Budget
- **Step 6:** Fill out Publicity Request Forms
- **Step 7:** Request Equipment/Services Needed
- **Step 8:** Place Food & Beverage Orders
- **Step 9:** Stuck? Connect with Your VP

**Helpful Hints:**

- Make sure you have consulted the University Event calendar to ensure the date is available or is the optimal time for hosting the event.
- When emailing Glen Flanigan, you will need to send him the date/place/time to make sure no other group on campus plans an event that overlaps with yours. Please do this, 2-3 weeks before your event.
- Budget is determined on event-by-event basis. Work with your VP to set a budget.
- Try your best to work with your VP to use their credit card, but if you do use your personal money turn in all receipts to EC treasurer.
- Fill out the publicity request form 3 weeks prior to the event to allow enough time for the EC publicist to design your graphic and send posters to print.
- If needed, request ITS (Information Technology Services) 3 weeks prior to event.

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**SUBMIT TO VICE-PRESIDENT OF YOUR BRANCH**

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**PRE-EVENT APPROVAL FORM**

**Name of Event:** \_\_\_\_\_

**Branch:** \_\_\_\_\_

**Committee/Club:** \_\_\_\_\_

**Individual(s) responsible for coordinating event:** \_\_\_\_\_

**EVENT DETAILS:**

**Event Date:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

*Has this location been confirmed? YES NO*

*\*\*if outside, rain location:* \_\_\_\_\_

**Anticipated # of Attendees:** \_\_\_\_\_

**How many people are needed to successfully promote and implement the event?** \_\_\_\_\_

**Publicity Form Completed:** YES NO

**Goals and Objectives of Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Committee Chair - Signature & Date

\_\_\_\_\_  
Branch VP – Signature & Date

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**COMPLETED BY VP WITH COMMITTEE/CLUB AFTER EVENT**

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**POST-EVENT FORM**

1. Did the event fulfill the purpose that was proposed?
2. Did the event meet your goals?
3. Was the event a success according to the pre-event planning form?
4. 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?
5. 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?
6. What was your total budget? Would you recommend adjusting the budget for future events?
7. Who was involved with the planning of this event? Did everyone follow through with their responsibilities? How could the planners and/or the VP have done a better job assisting with the planning? What changes would you recommend to future planners?

**Overview of Event:**

**1. What went really well? Why?**

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**2. What changes would you make for the future? Why?**

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**3. Did the event meet the needs of students?**

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**4. Additional comments about the program?**

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