



UW-Eau Claire Hall Council Event Planning Timeline and Checklist

4-6 weeks before	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the purpose, format and goals of the event <input type="checkbox"/> Ask yourself how this event will benefit hall residents, how it will benefit people who volunteer and how it will benefit hall council. <input type="checkbox"/> Engage other students in the planning process by asking them to join the event planning team <input type="checkbox"/> Estimate costs and determine where budgeting will come from <input type="checkbox"/> Select the date/time, double-check that it doesn't conflict with other major events <input type="checkbox"/> Select and reserve location <input type="checkbox"/> Select the theme, plan decorations and color theme. <input type="checkbox"/> Divide responsibilities (Food, Decorations, Prizes, etc. or whatever areas you need to cover) <input type="checkbox"/> Plan promotion and publicity with the Think Tank staff <input type="checkbox"/> Work with Graphic Designer to create event logo or poster design <input type="checkbox"/> Familiarize yourself with the "Get Involved!" Web site as a resource for planning
3 weeks before	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hall council, hall residents, your hall director and the Think Tank informed on updates/changes and ask for their support <input type="checkbox"/> Begin creating publicity (butcher block signs, table tents, posters, flyers, e-mails, etc.) Utilize the "Get Involved!" Web site for step by step directions on how to get these done <input type="checkbox"/> Create a logistics outline to check off as details are decided and/or completed <input type="checkbox"/> Meet with planning team to check in with each other/discuss progress
2 weeks before	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Online Program Support Form for requested Think Tank supplies <input type="checkbox"/> Make signs for day of event <input type="checkbox"/> Ask for volunteers <input type="checkbox"/> Contact your hall director to set up a time to go shopping for items not supplied by the Think Tank <input type="checkbox"/> Meet with planning team to check in with each other/discuss progress
1 weeks before	<ul style="list-style-type: none"> <input type="checkbox"/> Continue asking for volunteers <input type="checkbox"/> Confirm all logistics <input type="checkbox"/> Meet with planning team to check in with each other/discuss progress
3 days before	<ul style="list-style-type: none"> <input type="checkbox"/> Brief volunteers on their duties
1 day before	<ul style="list-style-type: none"> <input type="checkbox"/> Double check all logistics to ensure you are prepared
Day of Event	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive early <input type="checkbox"/> Set up and decorate <input type="checkbox"/> Pick up items requested in Program Support Form (or day before if program is over the weekend)
After Event	<ul style="list-style-type: none"> <input type="checkbox"/> Send thank you notes to volunteers, support staff and advisors <input type="checkbox"/> Facilitate an event debriefing to discuss successes, areas of improvement and future ideas <input type="checkbox"/> Survey attendees, if appropriate