

# Student Life Pre-Planning Guide

The purpose of the Pre-Planning Guide is to assist clubs and organizations in the creative brainstorming process and to begin to solidify information necessary for success.

<b>Event Title</b>					<b>Event Date</b>
<b>Purpose of Event:</b> What is the Goal of the event					
<b>Who are we trying to reach to come to our event:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Campus	<input type="checkbox"/> Community		
<b>Type of Students</b> ( Each has own needs, how will you address)	<b>Campus Community</b>		<b>Community At large</b>		
<input type="checkbox"/> Career Paths <input type="checkbox"/> New Students <input type="checkbox"/> Existing Students <input type="checkbox"/> Early College <input type="checkbox"/> PSEO <input type="checkbox"/> Day Student <input type="checkbox"/> Evening Student <input type="checkbox"/> Single <input type="checkbox"/> With Family <input type="checkbox"/> Traditional <input type="checkbox"/> Non Traditional	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Directors <input type="checkbox"/> Pres/VP's	<input type="checkbox"/> Babies <input type="checkbox"/> Young Adults <input type="checkbox"/> Toddlers <input type="checkbox"/> Adults <input type="checkbox"/> Children <input type="checkbox"/> Seniors <input type="checkbox"/> Teens	Notes:		
<b>Anticipated Attendance</b>	<input type="checkbox"/> <25	<input type="checkbox"/> 25-50	<input type="checkbox"/> 20-100	<input type="checkbox"/> 100-400	<input type="checkbox"/> 400+
<b>When will we have the event</b>	<input type="checkbox"/> Week Day <input type="checkbox"/> Weekend				
	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening				
	<input type="checkbox"/> Multiple days				
<b>Where will we have the event</b>	<input type="checkbox"/> Indoors		<input type="checkbox"/> Outdoors		
	<input type="checkbox"/> On Campus	<input type="checkbox"/> Off Campus	<input type="checkbox"/> On Campus	<input type="checkbox"/> Off Campus	
	<input type="checkbox"/> Small Room	<input type="checkbox"/> Large Room	<input type="checkbox"/> Small space	<input type="checkbox"/> Large space	

<b>What will be going on at the event</b>	<input type="checkbox"/> Food	<input type="checkbox"/> Entertainment	
	<input type="checkbox"/> Concessions <input type="checkbox"/> Catering	<input type="checkbox"/> Music <input type="checkbox"/> DJ	<input type="checkbox"/> Individual
	<input type="checkbox"/> Other(explain)	<input type="checkbox"/> Speaker	<input type="checkbox"/> Group
	<input type="checkbox"/> Local <input type="checkbox"/> National		

**How will they hear about it?**

Flyers    Banners    Newspaper    Web    Invite    Word of Mouth    Other

**How much will this Cost?**

Location	\$
Decorations	\$
Publicity/Marketing	\$
Entertainment	\$
Prizes	\$
Food	\$
Miscellaneous	\$
Where can we get the funds from	<input type="checkbox"/> Our Account <input type="checkbox"/> Joint Venture <input type="checkbox"/> Grants <input type="checkbox"/> Donations <input type="checkbox"/> Other

Location	Where	Assigned To	Date Due
Decorations	What Kind	Assigned To	Date Due
Publicity/Marketing	What Kind	Assigned To	Date Due

Entertainment	What Kind		Assigned To	Date Due
Prizes	What Kind		Assigned To	Date Due
Food	What Kind		Assigned To	Date Due
Volunteers (How Many needed for each job)	Assigned To			Date Due
	<input type="checkbox"/> Set Up #	<input type="checkbox"/> Tear Down #	<input type="checkbox"/> Garbage #	<input type="checkbox"/> Tables & Chairs # # <input type="checkbox"/> Greeters #
<input type="checkbox"/> Servers #	<input type="checkbox"/> Data #	<input type="checkbox"/> Photos #	<input type="checkbox"/> Host/Hostess for Entertainment #	<input type="checkbox"/> Marketing #
Additional Thoughts				