

PLANNING AN EVENT ON CAMPUS

There are many things to consider when planning an event. Use the guideline below to help ensure that your event is a successful one.

1. **What is the goal or purpose of your event?** Establishing a clear understanding of why you are hosting an event will streamline the process and keep you on track throughout the planning process.
2. **Who is your audience and why?** Sometimes your event can get bigger and more complicated than anticipated quickly. Having a clear idea of who your target audience is or who should be invited to attend will help keep all other things under control.
3. **What is your budget?** Often, your budget will determine what your event is or becomes. Are you paying speakers a fee or honorarium? Serving food and/or drinks? What are the applicable fees for space usage, decor, audio/visual equipment, security, and insurance? It's super important to start with a budget and get some info before making decisions!
4. **When is the best time and location to host your event?** What other events are happening on the same day or in the same area? This can have an impact on the guest experience.

Now you're ready to start planning! The following checklist will help stakeholders know the important information pertaining to your event and keep you on track in the planning process:

- Event Name _____
- Organization or Sponsoring Department *(This can be an outside org or a Boise State department or organization.)* _____

- Billing String if applicable *(Boise State only)* _____
- Client Contact Name _____
 - Email _____

- Phone number _____
- Boise State Representative/Your Name _____
- Email _____
- Phone _____
- Purpose of Event (*Meeting, fundraiser, political, club meeting, intramural sport, etc?*)
- Short Description _____
- _____
- _____
- Audience (Check all that apply)
- Faculty & Staff
- Community
- Students
- Minors
- Students/Staff/Faculty/Minors/Community
- Other
- How many people will be attending your event? _____
- What on-campus venue do you have in mind? _____
- Back-up in case that venue is booked _____
- Date of event
- Month, Day, Year _____
- 2nd choice date in the event that your 1st date choice is unavailable _____
- Duration of Event (Hours/Days) _____
- Start time _____
- End time _____
- Time needed to set up _____
- Are you serving food?
- Yes

- Boise State Carved & Crafted Catering
(<https://dineoncampus.com/BoiseState/boise-state-carved--crafted-catering>)
- Approved third party vendor _____
- No

- Will you be serving alcohol? (*Chartwells is the only authorized organization to serve alcohol on campus. You must request a permit by emailing boisestatecatering@compass-usa.com*)
 - Yes
 - No

- Do you need audio/visual equipment? (*Contact [Student Union Events](#) or OIT, depending on venue.*)
 - Yes
 - Please describe
 - No

- Will you be requesting parking? (*Parking contact and event policy: <https://www.boisestate.edu/publicsafety-transportation/event-policies/>*)
 - Yes
 - Please describe
 - No

- Do you need support from Facilities & Maintenance? (*Request service here: https://docs.google.com/forms/d/e/1FAIpQLSfrDqql127HY1Wj_geX6vT60-gil87ioPYBxSc8EpKNV2b-Jg/viewform or [contact them.](#)*)
 - Yes
 - Lawn maintenance & sprinklers
 - Extra garbage and recycling receptacles
 - No

- Will you need to rent equipment from Student Union Event Services? (*<https://www.boisestate.edu/eventservices/equipment-inventory/>*)

- Yes
 - Tables
 - Chairs
 - Podiums
 - Other

Will you need security at your event?

- Yes
- No
 - How do I know?

Do you need signage from Boise State Print Shop?

(<https://www.boisestate.edu/signshop/>)

- Yes
 - Signage or wayfinding
 - Other

No

- Photography/Video
- Market your event/Branding
- Minor on Campus