How to Organize an Event

1. Decide on an appropriate number of people for the event
   a. Is it off campus? Will you need to provide transportation?
   b. Will there need to be a lottery in order to minimize the number of people?
   c. What is the cost per person of the event? If it's above $20 per person you will need to ask for a co-payment
   d. Can you afford the potential drop-out rate? Usually about 20% of the people who sign up for an event don't show up. If 20% of people drop out, will you be above the $20 per person maximum? If yes, you can ask for a deposit that people will get back if they show up to the event. Depending on the cost of the event we will usually do between $5-15 deposit.
2. Book a room for the event
   a. For a room in Stata you need to get someone from CSAIL to book it
   b. Big rooms like Grier Room need Leslie to co-sign it
3. Design an email to advertise the event
   a. Usually a week before the event
   b. Use free food in the title if there will be food
4. Even if the event won't fill up use a sign-up list to know how many people will show up
   a. Critical to order enough food
5. Email the winners of the lottery if you have one
   a. The lottery usually takes place two days after the first email went out
6. Order food at least 24hrs in advance
   a. You will be given a form to fill out in order to get reimbursed
7. Send out a reminder email the day of the event
8. Most of the time you will have to arrange the room yourself
   a. You aren't supposed to re-arrange the Grier room
   b. Get the food to arrive early and wait for it to arrive before the event