

Event Planning Checklist

KUS Event Planning Checklist

Event Name:

Catch Phrase/Tagline:

Date:

Location:

Description:

Equipment Required:

1.) Plan a timeline of the event:

Including:

- Venue, deadlines, logistics of event
- Activities/Outline: what is going to happen through the event, how long each component will take, etc.
- Who is involved: indicate delegation of event activities and tasks

2.) Promotion:

- Discuss Classroom announcements
- Any ideas that you may have to promote the event
- Communicate with Marketing Committees about creating marketing for event and send in request form (3-4 weeks ahead of time)

3.) Budgeting & Supplies:

- Supplies (eg. food, snacks, any other props that we might need)
- Budget for supplies
- Potential prizes to give away
- Could you use sponsorship to help reduce costs for certain items?
- When and where you are sourcing these
- Follow sustainable practices? See checklist in tab 2 of document

4.) Risk Management, Safety, and Accessibility:

- We are running very low risk events but it is important to nevertheless be prepared with a first aid kit
- Thinking of potential risks during events/workshops and how to deal with them
- Are there any accessibility considerations you should take into account?
 - ◆ Know where alternate entrances and exits are; elevator access?
 - ◆ Planning activities in ways that can be adapted if necessary

5.) Reflections/Transition Reports

- How did the event go?
- Send out survey to attendees
- Debrief after the event
 - ◆ Identify the strong and weak aspects
 - ◆ Potential future improvements
- Write out brief summary report and submit to coordinators

Timeline for event planning

Leading up to the event, committees should focus on the following tasks.

4-3 weeks prior:

- ☐ General idea of the event (broad idea of what the event will look like)
- ☐ Plan date of the event, any time conflicts with events or KIN classes?
- ☐ Naming the event and tagline
- ☐ Submitting a marketing request and plan advertisement schedule
- ☐ Create a signup form for attendees (Google forms: make sure to include sign up deadlines if applicable)
- ☐ Submit a room booking request EARLY
- ☐ Submit any sponsorship requests if applicable

3-2 weeks prior:

- ☐ Work on logistics; Create detailed outline encompassing all aspects of the event and estimated timeline (remember to always leave extra time to deal with the unexpected!!)
- ☐ Acquire any necessary supplies
- ☐ Create presentation that is going to be used during the event
- ☐ Create any necessary documents (worksheets, pamphlets, questions ect) that you may need or to be handed out
- ☐ Touch base with coordinators to report progress
- ☐ Does your event follow the Sustainability Checklist (tab 2)?

2-1 week prior:

- ☐ Work out the final logistics of the event; who will be responsible for what?
- ☐ Run-through the event to confirm expected times and make sure that the event will run smoothly (meet with coordinators to do so)
- ☐ Continue advertising → get committee involved with the promotion of the event (reposting, word of mouth, class announcements, etc.)
- ☐ Send a reminder to invitees about the event and sign up

General Tips!

- Get things done earlier if possible
 - Rely on your team members if needed and delegate your tasks
 - If you have any questions, be sure to ask your respective executive
- Deadlines are important!
- Be ready to adapt, as it is inevitable that some things may not go according to plan
- Remember that it's okay to make mistakes and ask for support!

Sustainability Checklist

Sustainability Checklist

- ☐ If you're using vendors/products, have you assessed how sustainable their model is? (consider environmental and ethical impact)
- ☐ Have you considered serving plant based foods, and even collaborating with UBC farms or local food sources?
- ☐ Have you made a plan for people to bring their own dishes + or supply reusable dishes if you're serving food and or drinks?
- ☐ Do you have any incentives for participants to use sustainable transport or bringing your own reusable gear?
- ☐ Have you sourced any supplies you need from second hand stores/marketplace?
- ☐ Do you have a plan to recycle and compost?
- ☐ Have you sourced materials using what you already have, and only bought new things if absolutely necessary
- ☐ Have you set a goal for the waste/impact from the event, and made a plan to assess your event after to see if you've met that goal?
- ☐ Have you made a survey to send out to attendees on their experience of the event's sustainability?
- ☐ Have you made a plan for what to do with leftovers or extra food? (ex. Donation or give away at the end of an event)
- ☐ Have you considered purchasing any food/supplies from a bulk store?