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Department of Student Activities
ORGANIZATION EVENT PLANNING FORM

ONE KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY.

Please keep in mind that all activities should be consistent with university rules, policies, and procedures as well as the mission/purpose of your organization.

Note: Departments may require additional requirements depending on the event at the organizer's cost.

If you have questions, please call a member of the Risk Management and Organizational Development Team at 458.4371 or risk@stuact.tamu.edu.

Name of Organization:

Individual(s) Responsible for Coordinating Event

Table with columns: Name, Position, Email, Phone Number

Organization Advisor

Signature (denotes review) Email

Title of Event/Activity:

Type of Event:

- Fundraiser, Conference/Seminar, Program, Retreat, Social Activity, Other

Open to the campus, general public, or students at other colleges or university and expected to draw over 150 participants. Complete the Open Event form at studentactivities.tamu.edu/stuactweb/riskpages/RM_Forms.htm

Dates of Event:

(Make sure that you have consulted the University Calendar to determine if the date is available and is the optimal time for hosting this type of event http://www.tamu.edu/)

Location: Backup Location (weather)

Reserving facilities: http://studentactivities.tamu.edu/risk/eventplanning/oncampusrooms.htm

Start Time: End Time:

Other student organizations or departments involved:

This could include any national organization involved in the activity.

Number of People Attending (estimate):

How does this event/activity promote with the mission of the organization?

OFFICE ONLY:

- Advisor Required, Concessions Permit Request, Open Event, Risk Initiative Funding, Risk Management Review, Other

Taken By:

RISK MANAGEMENT

Provide a brief description of the event/activity that you are planning: _____

What resources have you consulted prior to determining that you can adequately manage this event?

- Student Organization Advisor [TAMU Student Organizational Rule 42.5 It is expected that all student organizations will have their events whether on or off campus, reviewed by their university advisor(s).]
- Student Activities Risk Management Specialist
- Residence Life Risk Management Specialist
- Prevailing Professional Standards (i.e., the Flying Club would use the Federal Aviation Administration Standards)
- Student Organizations that have hosted similar events/activities _____
- Other _____

PLEASE ATTACH A BUDGET FOR YOUR EVENT.

Complete the worksheet below to demonstrate your approach to managing risk:

Please list the different potential problems/risks & mitigators that you have in place for your event for each type.

| | |
|-------------------|--|
| Physical | |
| Reputation | |
| Emotional | |
| Financial | |
| Facilities | |

- 12. Are you using a university logo or trademark in association with your activity (i.e. t-shirts)?**
 ★ Get your design approved by Collegiate Licensing. Visit them at 213 Richard Coke Building, or call 845.4621 as well as finance.tamu.edu/contracts/resources/licensing.asp for a list of vendors that are licensed.
 Yes No
- 13. Are you planning on posting flyers or advertising on campus?** Yes No
 ★ Review the General Publicity & Posting Guidelines at stuact.tamu.edu/manual9900/adver9900.html
- 14. Does your event involve the sale/distribution of items on campus?** Yes No
 ★ Complete the concessions forms at studentactivities.tamu.edu/guidelinessact/concessionsguidelines.htm or call 862.2953.
- 15. Have you reviewed your budget and purchasing guidelines as it relates to this event/activity?**
 ★ For information regarding fiscal policies and procedures, visit the Student Organization Finance Center at sofc.tamu.edu or 845-1114.
 Yes No
- 16. Does your event take place on campus green space (i.e. Simpson Drill Field, Duncan Field, etc.)?**
 Yes No
 ★ For information regarding policies and procedures when utilizing green space, please contact Physical Plant 845.5511.
- 17. Will your event be utilizing any type of production equipment (i.e. sound, stage, lights, etc.)?**
 Yes No
 ★ For information on reserving or additional requirements contact University Center at 845.8901.
- 18. Will you be serving or handling any type of food product at your event?** Yes No
 ★ Review the policies for handling food at <http://orgmanual.tamu.edu/Food.htm> or <http://www.co.brazos.tx.us/health/>.

AFTER THE EVENT - ASSESSMENT

1. Was your event a success? Why or why not? _____

2. Did you encounter any unforeseen problems? Yes No
 If yes, how can you better prepare in the future? _____

3. Are you going to continue the event? Yes No
 If yes, what changes would you recommend for the following year? _____

Completed on this date: _____ By: _____