

## **Planning an Event at Westmont**

- **Goal of the event -- what is the purpose? (celebration, recruitment, information, giving?)**
- **Quality of event reflects quality of organization**
- **Planning -- at least 3-4 weeks to get it set**
- **3 meetings -- brainstorm and delegate, report back, evaluate**
- **Teamwork -- who does what, positive attitude, communication key, don't forget take down (charges if room not left as it should be), everyone's a host**
- **Invites to others - Staff and Fac. (extra credit?)**
- **Advertizing- posters \$1/sign and ok'd, Horizon, Facebook, what works with students?**
- **Anticipate unexpected events- think ahead, a floater available?**
- **Follow-up with thank yous -- notes, gift cards, emails, etc.**
- **Review and make notes for the future -- was it successful, reach the goal?**

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