

# Student Event Timeline

ASAP

## General Needs

- Pick a date that your organization can commit to (check the TTU or FSL calendars so you don't overlap events)
- Decide on a budget - discuss with advisors or treasurer
- Determine capacity for your event
- Create a purpose for your event - community service, philanthropy, awareness, etc.
- Review your organization's guidelines / protocols for events

2-3 MONTHS

## Event Logistics

- How long will it last? (Timeline, Schedule, etc.)
- Do you need any materials for the event? Purchase early!
- Do you need a speaker or attendance from University staff? Let them know ASAP
- How do you want to promote your event?
- Does the event require registration for attendees? How will they register; what are the deadlines? Are you selling tickets? Will you send out formal invitations?

1 MONTH

## Venue

- Search for and finalize venue that will meet capacity, insurance needs, food, cost, and necessary contracts

## Marketing & Materials

- Create & order marketing materials (flyers, posters, etc.)
- Start posting event information on Social Media
- Send out formal invitations or registration information

2-3 WEEKS

## Food

- Finalize food orders (best to order extra)
- If event is in the SUB, it requires Top Tier or SUB catering
  - Contact 806-742-1966 for more information.
- Try to arrange food delivery. If not possible, assign members from your Executive Board to pick up & pay for food the day of the event

1 WEEK

## Social Media

- Post event information on all accounts and tag partnering groups
- Deliver marketing materials to any partnering groups

## Confirmation

- Confirm food, venues, speakers, or any orders for the event

DAY BEFORE

- Finalize any presentation materials needed
- Create & review checklist of all items needed
- Locate any last-minute supplies

DAY OF

- Gather all supplies needed
- Arrive to event location 30-60 minutes before event for setup
- Make sure you have a way to check attendance if needed

POST EVENT

- Upload any event photos to a server / folder for future access
- Write any necessary Thank-You notes



## Alcohol

Follow Law & Policy

- Don't serve alcohol to those under 21 or your new members
- Follow FIPG Policy (found under 'Resources' on the 'Files' page of TTU FSL OrgSync)
- Best Practice - don't have any members drinking alcohol at non-social events



## Contracts

Double-Check Details

- Don't sign final contracts with venues or suppliers until you double-check all details
- Get approval from an advisor before signing
- Make sure the venue aligns with your HQ and TTU FSL policies



## Attire

Dress Appropriately

- If you have questions about a theme, get approval from advisors or FSL staff to ensure it's appropriate
- Remember you are representing your entire organization and the TTU FSL community
- You should always dress nicer than you think



## Setup

Better to be Early

- Allow yourself plenty of time to set up the event
- Delegate specific tasks to various members to ease the amount of work
- Create a checklist for all you need to do