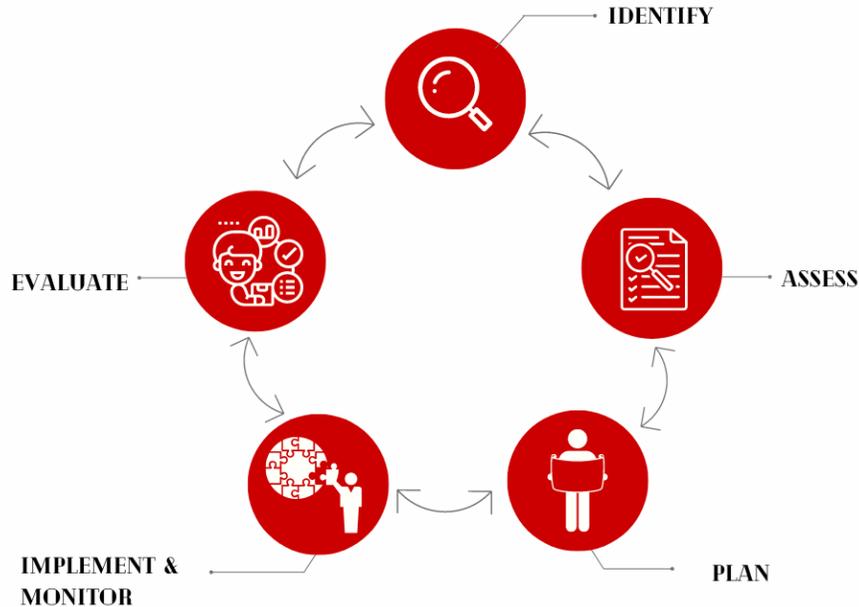


# EVENT PLANNING GUIDE



As a student organization, there are five general steps you can take to manage the risks that student organizations could take in their activities. For any event or function:

**I- Identify** the potential areas of concern or possible risks that are inherent.

- The task in this step is to develop a complete list of all activities taking place at an event and determine the risks involved with each activity.

**A- Assess** the possible impact of these concerns.

- In this step, the goal is to determine the relationship between the *likelihood* and the *consequences* of the risks you identified in Step 1.

**P- Plan** possible “plans of action” to address these areas of concern.

- This step asks you to determine what your options are for managing all pieces of the risks. The main question to ask is what measures can be put in place to reduce the likelihood that an incident will occur, which should reduce the chance of risk.

**I- Implement and monitor** the plan of action.

- After determining that you can safely proceed with your activity, the next step is to put your risk management measures in place.

**E- Evaluate** the results of the action plan.

- After the activity/event is completed, it is time to sit down and consider the strengths and weaknesses of the plan. Analyze details of any incidents that might have occurred during the event and analyze whether the plan was a success or not, and where improvements can be made.

# SOCIAL EVENT PLANNING PROCESS



When we have social events, we should consider that alcohol could be present, and we should prepare for the inherent risk that comes with the consumption of alcohol or use of substances. Following an event planning process will help with the distribution and consumption of alcoholic beverages.

**Step 1: Goal Setting** – encompasses defining the event goals and determining the needs/interests the event will serve.

- What is the goal of the organization’s participation in the event?
- What needs/interests does participating in the event fulfill?
- Setting a higher purpose for the event to shift the focus away from unhealthy or unsafe activities or behaviors.

**Step 2: Event Development** – focusing on the logistics of the event is key to managing risk.

- Determine event budget – Third Party Vendor vs. BYOB
  - Cost of paying an external vendor vs. cost of allowing BYOB.
- Determine funding resources – Knowledgeable about funding restrictions.
  - Legality of use of funds to purchase alcohol.
- Determine the target audience and any attendance restrictions.
  - Guest/crowd management
  - Door/gate management
  - Tracking admission/capacity of event/facility.
  - Decision on the presence of minors and distinguishing minors from non-minors (Xs on hands, wristbands, etc.).

***Step 3: Meet with supporting campus resources***

- Meeting with Student Involvement Staff to review the social event planning guide.
- Always open to meetings with organizations to review event plans.

***Step 4: Risk Assessment***

- Determine potential risks involved with the event.
- Risks surrounding alcohol consumption.
- Risks surrounding distribution of alcohol (vendor vs. BYOB).

***Step 5: Seek Final Approval***

- Meet with the organization and any other individuals to finalize the event.

***Step 6: Have the Event***

- Host the event!

***Step 7: Post Event Evaluation***

- After the event evaluate whether the event planning process was a success or not.
- Analyze details of any incidents and if improvements can be made.