

Why



- Why are you planning this event?
- What is the mission and goals?
- What gap are you trying to fill regarding campus events?

Who

- Do you need committees or volunteers?
- Do you need campus partners?
- Are you collaborating or looking for sponsors?

Student Organizations & Activities
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Want more help? Stop by our office to meet with a Peer Educator on weekdays from 10am-6pm!

What

- What are you planning?
- What is the scope or complexity of your event?
- Is your content educational, informational, community-building, and/or social?

How



- Do you have the resources to make this event happen?
- How will you know if you are successful?

Low Risk

2 weeks

- Light Refreshments
- General Meeting
- Info Table
- Local Travel
- Student-Led Discussion

Medium Risk

5-10 weeks

- Contracted Performer
- On-Campus Speaker
- Catered Meal
- Regional Travel
- Recruitment Meeting with Food

High Risk

8-12+ weeks

- Multi-Day Conference
- Out of State Travel
- Self-Produced Meal
- 5k Walk/Run/Roll
- Political Candidates