

EVENT PLANNING CHECKLIST

STEPS TO A SUCCESSFUL PROGRAM

The most important part of any program is the planning that precedes the actual event. Planning often determines if the program will be successful or a failure. Here are some suggested steps when planning an event:

1. Meet with those involved in the event planning process and your advisor to discuss the event and the [event planning checklist](#)
2. Complete the Center for Student Involvement [event registration process](#) and any additional paperwork in order to reserve space
3. Develop a Risk Management Plan utilizing the [Risk Matrix](#)
4. Secure any needed funding from organization, outside entities, individuals, etc.
5. Publicize your event (see [Event Marketing Checklist](#))
6. Purchase any supplies needed such as food, drinks, materials, etc.
7. Arrive early to the event to confirm that everybody understands their roles during the event
8. Enjoy the event
9. Thank everybody who was involved
10. Meet with those who planned and participated in the event to review and evaluate the event
11. File all paperwork and evaluation notes so that your organization can find them for the next time they host the event

PROGRAMMING SPACES/RESERVING SPACES

RSOs have many spaces available to them for events and programs. The following departments are responsible for reserving the appropriate spaces. Please be aware that each department and respective spaces has their own policies and procedures.

Student Center Conference and Reservations Services Office (SC CARS)

Reserve these areas through SC CARS: Student Center, Student Center Satellite, outdoor locations, and classroom spaces.

Student Center 271

832-842-6167

cars@uh.edu

Student Centers Facilities Use Policy

Campus Recreation and Wellness Center

713-743-1126

crecres@uh.edu

Student Housing and Residential Life

713-743-6020

College of Education

Areas Responsible: KIVA Room in Farrish Hall

713-743-4873

Alumni Center

713-743-9550

UH Sports and Entertainment (Athletic facilities)

832-842-3103

Cullen Performance Hall

cphbooking@uh.edu

EVENT SERVICES

CHARTWELLS

At the University of Houston, Chartwells serves as the on-campus catering provider. While student organizations are not required to use Chartwells for their event needs, Chartwells does have a variety of menus with a range of prices including pricing for student organizations.

To help student organizations with event costs, consider using the [Activities Funding Board](#) who can provide direct payment to Chartwells for catering services used at organization events on campus that are open to the UH community.

POLICE

Any event hosted on campus may be required to have the UH Police Department at the event to provide security and safety. The need for police support is determined by the level of risk associated with each event. Elements of risk include the number of participants, composition of participants (such as number of students, faculty, staff, alumni, and non-UH guests), nature of the event, collection of money (ticket/food sales), and history of the event. Police can be coordinated through Conference and Reservations in the Student Centers.

AUDIO/VISUAL SERVICES

Student organizations that host events in the Student Center can request audio/visual equipment and audiovisual operator support. The Student Center provides a variety of equipment for free or reduced costs for student organizations to use for their events. Equipment includes but is not limited to the following: CD player, decibel meter for outdoor sites, DVD player, karaoke machine, LCD projector, laptop computer, podiums, sign stands, stanchions,

trash cans, etc. *Please note that some of the equipment requires an audiovisual operator to operate the equipment and that there is a fee for the time of the AV Operator.*

University Information Technology also offers streaming and video recording services for student organizations for a fee. More information can be found at <https://uh.edu/infotech/services/wtsc/index.php#streaming>.