COMMUNITY STAKEHOLDERS

1. Always good to come up with a backwards timeline, of what might look, in your own process, and then we'll talk about best practices for planning.

2. Winter Formal Checklist:
    a. It's easier to give you and the people that you're working with to give a framing where everyone knows what's happening, and how it's organized.
    b. We are planning for 600 people!
    c. How can you wrap your head around what really needs to happen?

3. Usually tend to give myself a little more breathing room, so that in the last month of my event, I'm able to give focus to whatever I need to, before the event happens. There are probably 50 things to execute! If you leave everything until the last day or week, it probably won't happen, or won't happen well.

4. FORMAL
    a. January
    b. Fall -
        i. committee meets on theme, food, etc.
            1. Relies on LOTS of people!
            2. Student feedback, communication with others, etc.
            3. Confirm theme, and create a backwards timeline.
        ii. WHAT IS MANAGEABLE WITHIN THAT TIMELINES?

        iii. Think about the elements of your event?
            a. Space
            b. Food
            c. DJ
            d. Photo booth
            e. Lighting

        iv. PRACTICE WITHIN YOUR STRAND:

        v. PRIORITIZE your highest needs.
            1. It's mental organization. Instead of letting everything work on what's in front of me, really think about what' most important to make your event successful.

            2. What is YOUR team responsible for?

EVENT PLANNING:

1. **Pick an Event**

2. **What are the elements that make up your event?**

3. **Who is involved behind the scenes, and who is participating in your group? WHO will attend? Who is served?**

4. **Who do you think you need to contact for each element?**

5. **What is the timeline**
    a. Start?
    b. Finish?
    c. Leave last week FREE, with the understanding that things
    d. 3 months out?
    e. 1 month out?
    f. 1 week out?
    g. Day before

6. **What is manageable within the timeline**

7. **Prioritize**

8. **Assign/share tasks**

9. **Think about contingency plans/challenges/potential conflicts, etc.**