PLANNING AN EVENT
STEP 1: BRAINSTORM IDEAS

- Meet with your student club/organization to hold a thorough brainstorm session.

- It is vital to have a brainstorm session to get out everyone's ideas. Write down anything that comes up and any important details to consider as you may forget later.

- This process should happen about 10 weeks before the event date.
THINGS TO CONSIDER WHEN PLANNING

- PURPOSE OF EVENT
- WHAT ARE YOU TRYING TO ACHIEVE?
- WHEN and WHERE EVENT WILL TAKE PLACE
- WHY THIS EVENT NEEDS TO HAPPEN
- DEVELOP A TIMELINE OF ALL THE THINGS THAT NEED TO GET DONE and WHEN. DEADLINES ARE KEY! You will need this later.
- DEVELOP A “RUNNING ORDER” OF ON THE DAY OF EVENT.
- LIST DOWN EVERYTHING YOU NEED.
STEP 2: VOTE

- Vote and solidify the ideas discussed at the meeting
- See if anyone has any setbacks before proceeding
- It may also be helpful to take a look at the activity proposal before filling it out to see what SG and Student Services requires from you.
STEP 3: BUDGET

- Formulate a budget!

- You can download a budget template online at the RIT Dubai website

- List down all the items/services needed for the event, large or small.

- For each item/service needed to be purchased, you must provide three different quotations from three different stores/locations for each item. You also need to provide soft or hard copy of the quotation itself. An example of a quotation is shown on the RIT Dubai website.

- Note: This process takes the most time, give at least two weeks to formulate the budget before presenting to SG and Student Services.
STEP 4: ACTIVITY PROPOSAL

- When you feel that you have sorted out the main details. Go online, and fill out the simple but thorough activity proposal.

- If you don’t have an answer to the questions, please click the “Not yet decided” option, that way we can see the progress of your planning.

- The activity proposal must be sent in 7 weeks before the actual event. This is subjective to the size of the event. If SG finds the date of the event not suitable, we have the right to postpone/alter the date of the event.
STEP 5: APPROVAL A

- In order for your event to be approved. The following needs to take place:
  
  - SG and Student Services need to approve the activity proposal
  
  - SG and Student Services also would like to see the timeline you have created.
**STEP 6: APPROVAL B**

- Then Student Services needs to approve budget (1-3 days)
- Finance Department at RIT-D needs to approve budget (2-5 days)
- DSOA needs to approve budget (10 business days)
If your event is taken place on DSO property or requires DSOA approval it is vital to take permission well in advance. (4 weeks – the least).
Remember during your brainstorm session you formulated a timeline. Make sure you are still keep tracking with the timeline.
**STEP 9: FILL OUT THE CHECKLIST**

Activities and Events can be quite chaotic especially the week of the event itself.

Establish a running order for the before, during and after the day of the event. See example on RIT Dubai website. This includes who is setting up, transportation and so forth.

A running order is a breakdown task list, with the timing and who is in charge of the task. This will help prevent confusion on the day of the event and its preparation.
STEP 11: PROMOTION

- Once the activity proposal and budget have been approved, you should be 4-6 weeks away from your event.

- This is the time where you need to promote and promote well.

- At this stage the poster and any sort of advertisement should be in its final draft and ready to be distributed according to what is requested from the activity proposal.
Depending on how large the payment is, some money may be given to you in cash, while payments to service providers need to be given by RIT Dubai’s Department of Finance.

Ie: During Global Day 2014, SG was given cash to purchase items such as table cloths, while payments to the Bouncy Castle was done through the Department of Finance because it was of larger amount.

If your item has been approved to purchase, but you haven’t been given cash, the university will reimburse you. However, you must provide a detailed receipt. If this is not provided, we cannot give you your money back.
CHILL! HAVE FUN! You have been planning this for over a month now, and you have your running order so all tasks will be done by who they were assigned too.

- Be calm, because people don’t want to see stressed out people during an event.

- Make sure everyone's phones are charged and on LOUD. The worst is when someone doesn’t pick up their phone during event preparation.
STEP 14: THANK YOU

- Make sure to send thank you notes to all those that helped you out with your event. This can include DSO, your sponsors, volunteers and so forth.

- It is important to show appreciation, because it will make the planning of future events easier.