Event & Services Planning Guiding Qs:

WHO

Who is your primary audience?

How and when will you market this offering to your audience?

Will you be contracting with any external partners or vendors? When will contracts be confirmed?

Will outside attendees/vendors need anything during the time they're on campus?

Who from your group is volunteering to set up/clean up/host?

How will this offering be inclusive and accessible?

Who can you collaborate with for this offering?

BUDGETING:

- Marketing Materials \$______
- Contracts with Vendors \$______
- Vendor Accommodations \$ ______
- Ticket Sale/Admission Revenue + \$_____

WHAT

Will you be handing anything out? Give-aways, printed materials, etc?

Will these items (or any portion of them like wrapping) end up in the trash after one use?

When will branded giveaways be designed/ordered/printed/received?

What decorations/additional materials need to be purchased? When will they be purchased?

Will you be providing food/beverage?

Who is your caterer? Will they be serving on compostable dishes?

When will menu be finalized?

- Giveaway Items \$_____
- Printed Materials \$_____
- Program Materials \$ _____
- Food/Beverage/Catering \$ _____

WHEN/WHERE

When/where are you hosting? Will it be virtual/in-person/hybrid?

Will attendees need special access (door, virtual link, etc)?

Will you need special items/set up (tables, chairs, A/V, compost bins, etc)? When will those orders be placed?

What time is your offering available/what time is your event? How much time is needed for set up/clean up?

Is you're hosting something off-campus/overnight: Who on-campus knows where you will be and who is attending?

Could this offering be hosted as a late night option?

- Space Rental \$_____
- Conversions needs (tables, chairs, compost bins, trash removal, A/V, etc) - \$_____
- Travel \$ _____

WHY

Why is this event/service important? (General description):

What will participants leave with? (Outcomes/Objectives - by the end of the event attendess will...)

How will you know if your offering was successful?

How do you plan to followup with participants?

How can others find out about/get involved in future offerings?

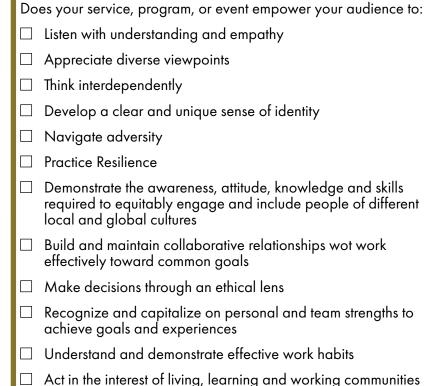
TOTAL BUDGET:

- WHO \$_____
- WHAT \$_____
- WHEN/WHERE \$ _____
- TOTAL: \$_____

4D Guiding Qs & Tags:



Community Service & Volunteering Diversity, Inclusion & Equity Ethics Idenity Development Leadership



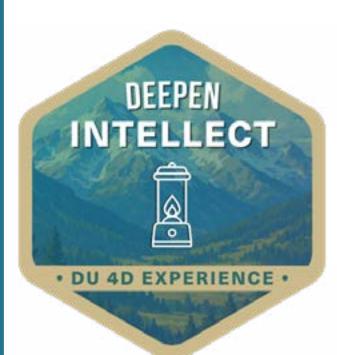


Career Development Career Exploration Life Design Mentoring Networking Does your service, program, or event empower your audience to:

- ☐ Embrace a continual practice of reflection on one's learning and experiences
- ☐ Apply past knowledge to new situations
- ☐ Remain open to continuous learning
- Proactively develop oneself through continual personal, academic, and professional learning and awareness of one's strengths & weaknesses
- Set and revisit educational, career, and/or life goals based upon one's interests and objectives
- Establish and activate networks for personal, academic, and professional growth and development

Does your service, program, or event empower your audience to:

- ☐ Think about thinking
- \square Think flexibly
- ☐ Question and pose problems
- ☐ Ask "how do I know?"
- ☐ Engage with real-world challenges and big questions, both contemporary and enduring
- $\ \square$ Tackle increasingly complex projects and issues
- \square Create, imagine, innovate
- ☐ Navigate ambiguity
- ☐ Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information
- ☐ Clearly and effectively exchange information, ideas, facts, and perspectives
- Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals



Creativity
Free Expression
Innovation
Perspective Taking
Political/Social/Current Issues
Research

Does your service, program, or event empower your audience to:
☐ Embrace healthy behaviors and decisions
☐ Contribute to and access a constellation of care or community of support
☐ Cultivate positive relationships with self and others
☐ Balance responsibilities
☐ Find humor
☐ Manage impulsivity
□ Persist through challenge
□ Nurture one's spirit
 Manage self and community resources through thinking both short and long term
☐ Engage in responsible consumption, activity, and rest-driven renewal



Emotional Well-Being Foundational Well-Being Physical Well-Being Relational Well-Being Spiritual Well-Being