• Please utilize the online Student Organization & Advisor Handbook resource.

• On the right, you will see the user friendly breakdown, and policy categories.

• Read more about student organization policy @ Involvement.rutgers.edu/handbook
Setting Goals:

• Successful events are often the result of inspired brainstorming sessions, but when the dust settles, a difficult question must be asked: **what are our goals for this event?**

• Your group should set concrete goals for attendance and intended impact. This will give direction to your planning and criteria for evaluating the event.

• Examples of potential goals:
  – Improving on last year’s attendance?
  – Trying to bring in specific speakers, performers?
  – Improve on how a previous event was run logistically?
Planning:

• Now that you have an idea and a set of goals, you should define your event.
  • Why are you doing it?
  • Who is it for?
  • Where is it?
  • When is it?

• After thorough planning, you may want to revise your goals.
Delegation:

• Make a list of everything that will need to be done and divide up responsibilities among members of the group.

• Core members and leaders should be sure to delegate tasks, so that one small group doesn't end up monopolizing all the power and burning themselves out.

• If possible, devise a system to back up people who don't follow through with their responsibilities.
Logistics, organizing, and networking:

• Reserve rooms in advance; make sure that speakers know the agenda of the event; arrange transportation for participants.

• Ask other organizations on your campus to co-sponsor the event and help spread the word. This will build support for your program and broaden its impact.

Items to be aware of:

• Meet with your advisor 4 weeks in advance to discuss details!
• Are your room reservations in order?
• Have you filled out a Contract Checklist on getINVOLVED?
• Have you adjusted your food order to meet expected attendance, if necessary?
• Are informed consent waivers needed?
• Do you need RUPD?
The student organization process to form contracts is lengthy (this may include speakers, performers or personal services contracts). We ask that you begin 4 weeks in advance by discussing the details of the contract with your advisor. For your information, here are some of the details of the process:

- Student organizations should meet with their Advisor to discuss details for contracts (4 weeks in advance).
- Student organizations can submit the Contract Checklist on getINVOLVED (3-4 weeks in advance).
- Peer Advisors in the Student Involvement Office put together contracts and send to the appropriate advisor (2-3 weeks in advance).
- Advisor sends out contract and W9 form to vendor/supplier and awaits their return.
- Organization treasurers should initiate check requests on SABO and notify advisor of submission (2-3 weeks in advance).
- Upon return of W9 and contract, your advisor will sign and place the C# on the contract and send over for SABO for processing.
- Expect that it will take 5 BUSINESS DAYS for SABO to produce a check!

For more information on contracting please go to involvement.rutgers.edu to see our handbook policy and video on “Contracting.”
Outreach/Publicity:

- Publicity should be clear about the event both in advance and the day of the event.
- Flyering is allowed in many places at the University.
  - Take advantage of getINVOLVED as a social media platform to advertise events
  - Utilize your own social networks
  - Information distribution and contact tabling @ the Student Centers
  - Contacting faculty members to help spread awareness
  - Co-Sponsorship with other organizations
**Last minute preparation:**

- **What needs to be done on the day of the event?**
- Make sure that a designated group of members know what they need to do: setup & cleanup of the event, signup table, ticket sales, catering services, etc.
  - Are you prepared for the day of?
    - Ensuring food is delivered on time.
    - Ensuring speaker will arrive on time.
    - Sign-in table set up for check in.
    - If there is any risk, is it being attended too?
Evaluation:

• This step is sometimes skipped because of exhaustion, but it is important for the core organizers to sit down and engage in self-criticism: What did we do right? What could we do better?

• This will build the cohesiveness of your group and allow you to improve your public events over time.

  – Here are some examples of tools you can use to create an assessment of your event:
    • Wufoo, Google Docs, Survey Monkey
Please make sure to record everything!

Make sure to upload your organization’s information to the “Documents” tab on the getINVOLVED site.

- Advisor/Student Involvement Information
  - Advisor & Involvement emails, Involvement office phone number, etc...

- Important Constituents
  - Alumni, faculty members/departments, Rutgers Departments/staff members, past speakers/performers, etc...

- Event Details
- Assessment Results
- Planning Details
- Debriefing Details
Student Centers and Activities
Student Involvement Office
Office Hours:

Monday & Tuesday, 9:00am – 6:00pm
Wednesday & Thursday, 9:00am – 7:00pm
Friday, 9:00am – 5:00pm

Student Activities Center
613 George Street
848-932-6978
osi@echo.rutgers.edu