

# Event Planning Process

Welcome to the event planning process. Though it may seem a bit overwhelming at times, the Office of Student Life wants to ensure that your event planning is successful. If you have any questions regarding the process don't hesitate to stop by the office and seek assistance. Events can take a lot of work and coordination and we want yours to be successful.

## What should I do first?

Check to see if space is available! Often the first mistake RSOs make is they don't check if space is available for their event. Make sure you have the space reserved before moving on with the event planning process.

## What type of event?

What type of event is your organization wanting to host? Concert? Dance? Gambling? Movie? Some of these events may require legal approval first before you can continue with the planning process. Check with an Office of Student Life full-time staff member first before you start making these plans.

## How soon should I plan?

It is never too early to plan for an event! Time is crucial to the success of an event and the more time you allow your RSO to prepare, the greater chances it has for success. Start planning today!

## What about contracts?

Never enter into and/or negotiate a contract with an entertainer/presenter/business! A full-time staff member that works in the Office of Student Life may sign, negotiate and approve contracts. GVSU is not responsible for contracts entered into by students.

## What about funding?

Funding for your event can either come from your RSO's off-campus account or your RSO's Student Life Fund. Please see Michele Golightly in the Office of Student Life by calling 331.2345 (or by email [golightm@gvsu.edu](mailto:golightm@gvsu.edu)) several weeks in advance before making any purchases. Reimbursements for items purchased will only be made on approved purchases. Check with Michele to ensure that you can be reimbursed! Reserve requests are also available to RSOs needing extra funding to put on an event, however it is strongly encouraged to find co-sponsors for your event before you attempt such a request.

## What are other resources?

Stop by the SOC and OSL for more information on event planning. The Office of Student Life website (including the RSO Handbook) also contains much information on the event planning process.

## Helpful Contact Information

Event Services	331.2350
Office of Student Life	331.2345
Student Organization Center	331.2360
Classic Fare Catering	331.3342



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