

ORGANIZATION PLANNING FORM

One Key To A Successful Event Is Good Programming. This Pre-Event Planning Form Provides Your Organization With A Series Of Questions To Consider Prior To Engaging In An Activity. This Is A Great Tool For Students And Advisors. Joint Student-Advisor Participation In The Planning Is Encouraged.

☆ Please Keep In Mind That All Activities Should Be Consistent With University Rules, Policies, And Procedures As Well As The Mission/Purpose Of Your Organization. ☆

Title of Event/Activity: _____

Type of Event:

Fundraiser

Conference/Seminar

Program

Retreat

Social Activity

Other _____

Date(s) of Event: _____

☆ (Double check the University Calendar and come by the Office of Student Activities to determine if the date is available and is the optimal time for hosting this type of event.)

Location: _____ Backup Location (weather): _____

Start Time: _____ End Time: _____

Estimated Number of People Attending: _____

How does this activity/event/program support the mission of your organization?

RISK MANAGEMENT

Provide a brief description of the activity that you are planning:

What resources have you consulted prior to determining that you can adequately manage this event?

Advisor

Other Student Organizations That Have Hosted Similar Events/Activities

Other(s): _____

PRE-EVENT PLANNING

1. Does your program involve physical activity? Yes No

2. Are you traveling? Yes No
★ Review the UTSA policy concerning student travel.

If you are traveling, what type of transportation are you using?

- Personal Vehicle University Vehicle Commercial Plane
Rental Vehicle University/Chartered Bus Other_____

3. Is your event outdoors, or can your event be affected by inclement weather?
Yes No

- Check ahead for weather conditions at <http://www.weatherchannel.com>.
- Check location ahead of time for shelter.
- Bring adequate clothing.
- Plan for alternative rain location.
- Bring a radio with you to monitor changing weather conditions.

4. Is your activity an Open Event? (Open to the campus, general public, or students at other colleges or universities and expected to draw over 150 participants)
Yes No

★ Plan for crowd control. Do you need to have UTSA Police present?

5. Is there alcohol involved with your activity? Yes No

6. Are you contracting a service from a non-university entity? Yes No

Contact Name: _____

Phone Number: _____

7. Are you using a university logo or trademark in association with your activity? (i.e. t-shirts)
★ Get design approval from University Communications.

8. Have you reviewed your budget and purchasing guidelines as they relate to this event/activity?
Yes No

AFTER THE EVENT-ASSESSMENT & EVALUATION

1. **Was your event a success? Why or why not?**

2. **Did you encounter any unforeseen problems?** Yes No
If yes, how can you better prepare in the future?

3. **Are you going to continue the event?** Yes No
If yes, what changes would you recommend for the following time?

4. **Other Notes:**

Date Completed: _____

By: _____