

PLANNING & MANAGING YOUR EVENT

All events are different but here are some general guidelines to keep in mind depending on the size of your event:

Small Scale Events include fundraiser events, workshops, training activities, tabling for recruitment and information distribution, trips for members of your organization, and/or performance showcases. These events usually take 3-4 weeks to plan. Make sure that your treasurer is involved with planning your event. Feel free to use the **Small/Medium Scale Event Planner** & the **Program Budget Worksheet** (on pages F3 and F4) to assist you in the creation of a successful event!

Medium scale events may require some security and will have at least 150, but not more than 250, people in attendance. Planning for a medium sized event can be aided by using the **Small/Medium Scale Event Planner** & the **Budget Builder Worksheet** (on pages F3 and F4). Make sure that your treasurer is involved with planning your event.

Planning for such an event may require the signing of legal contracts. **Under no circumstances are students permitted to sign contracts on behalf of his/her organization or any part of Emory University.** It's important that you allow adequate time (**at least 4 weeks prior to your event**) to work with the Office of Student Leadership & Service, the Office of Multicultural Programs and Services, or the Department of Residence Life and Housing to get your contract signed. Only individuals in those offices may sign a contract for a student organization.

These events may also require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu

Large Scale Events include events within the ordinary scope of the student organization (e.g. lectures, debates, or other programs) which require a significant amount of additional planning and coordination. Your Adviser should be involved in the planning of your large scale event as well as attend any large scale events that your organization plans. Make sure that your treasurer is involved with planning your event.

These events will likely require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu

These events usually involved a well-known lecturer or performer (who we will call 'an ARTIST') and also have an expected attendance of more than 500 people. Planning for such an event may require the signing of legal contracts. **Under no circumstances are students permitted to sign contracts on behalf of his/her organization or any part of Emory University.** It's important that you allow adequate time (**at least 4 weeks prior to your event**) to work with the Office of Student Leadership & Service, the Office of Multicultural Programs and Services, or the Department of Residence Life and Housing to get your contract signed.

Artists who are considered high profile or controversial will likely require additional security. The leaders within the hosting student organizations must speak with the Emory Police Department **at least 4 weeks** before the event. This will help you budget for your event and ensure that your event can take place safely.

Planning for an event of this size usually requires work to begin at least 10-12 weeks (possibly more) prior to the event. **Work with a staff member from the OSLS to help make your event a success.** Please see our Budget Builder Worksheet and Large Scale Event Planner to get started working on your event on pages F3 and F5.

This information was created for you by the Office of Student Leadership & Service. Need more information or help? Contact us at lead@learnlink.emory.edu or visit us at: <http://osls.emory.edu> 02/2009