Questions to Ponder....

In general, when planning an event there are many things to think about. It is important to consider the following questions to make sure your event is a success.

- What is the goal for this event?
- Who is the intended audience?
- Is there a person assigned to this event? If not, who has been delegated which tasks?
- What other organizations might be interested in helping and being involved?
- What is the ideal location?
- What might be some alternative locations?
- What day of the week and time of day are best for the audience we are hoping to reach?
- Do we have enough funds? If not, what alternative sources can we tap into for further support?
- What will be some effective means of advertising for this event?

The one who fails to plan, plans to fail

--Unknown
Quick Tips

Forms, Forms, Forms!!!
Once you have finalized your event details within your organization, been recognized by the WSA and begun your process of applying for funds from the SBC, there are many forms that will need to be filled out to finalize your event planning process. Whether they be for funding, space reservation, or event registration, they are all listed below with descriptions. Please plan on meeting with a staff member in Student Activities to finalize your planning process.

Social Event Registration Form: Serves as a way to register social events, reserve space, request event staff, and provide information about party hosts. (Due Tuesday before event at 5pm)

Event Registration Form: Serves as a way to reserve space for and register any event taking place in an academic space after 4:00 pm on a weekday or on the weekends, as well as a way to request furniture, audio/visual hook ups, electrical needs, or catering at any event. (Due 5 working days before event, 3 Weeks for events in Memorial Chapel or the '92 Theater)

Community Development Fund Application: The fund is available to offset the programmatic costs incurred by the hosting organization for an event specifically designed to build community and/or build out of the classroom learning experiences, and to cover costs not normally covered by WSA funding. (Due 2 weeks before event)

Supplemental Event Fund Application: This fund is available to offset the programmatic costs incurred by the hosting organization for a social event and to cover costs not normally covered by WSA funding. (Due 2 weeks before event)

All of these forms are available at: www.wesleyan.edu/stuact

Pieces of Leadership brochures are available on the following topics:

- Budgeting
- Communication
- Conflict Resolution
- Delegation
- Facilitation
- Goal Setting
- Group Dynamics
- Ice Breakers/Team Builders
- Mission Statements
- Motivation
- Officer Transition
- Peer Supervision
- Program Planning
- Qualities of a Good Leader
- Running a Good Meeting
- Stress Management
- Time Management
- Wellness

The information provided in this brochure was adapted from:

The Office of Student Activities and Leadership Development
www.wesleyan.edu/stuact

For more information on the topics listed above or to access the resources in our Leadership Library, please visit the Office of Student Activities and Leadership Development

Located on the First Floor of the Usdan University Center
860-685-2460
or check out our website at http://www.wesleyan.edu/stuact/

Building your Leadership one piece at a time...