

FALL 2020

EVENT PLANNING 101



BRISTOL
STUDENT
SENATE

START WITH WHY

1 GOALS & OBJECTIVES

What is the purpose of the event?

Who are we trying to impact?

What kind of impact do we want to make?

2

SET A DATE

FIND A SPACE

Make sure that you have reserved space
with Student & Family Engagement

3 ASSEMBLE YOUR TEAM

Who all do you want to assist in planning the event? How can you delegate tasks to make the event more manageable? Can you collaborate with others?

4 **MASTER**
PLAN &
ACTION
STEPS

5 WHAT IS THE THE BUDGET?

6

TELL
PEOPLE
ABOUT IT

7

HOW WILL
YOU KNOW
IF IT WAS A
SUCCESS?

ADVERTISING 101



Posters

Digital Displays



Email



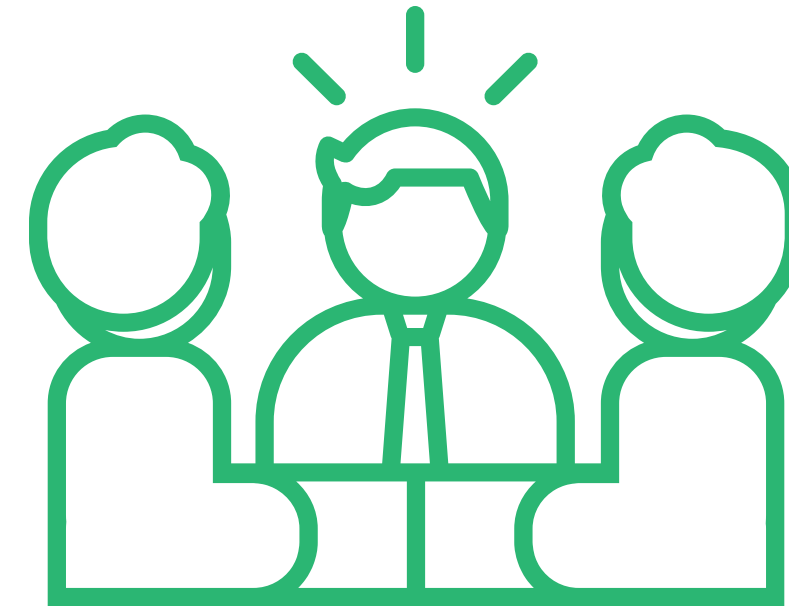
Social Media

Class Announcements



Word of Mouth

WORK



WITH YOUR

ADVISOR

**STUDENT & FAMILY
ENGAGEMENT
IS HERE TO HELP**

THANK YOU



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