09 Jan 2023

TED TALK 3

Introduction to event planning and using the Event toolkit.

UMSU

Acknowledgement Of Country

UMSU acknowledges the **Traditional Owners** and Custodians of the lands on which we work — the **Wurundjeri** and **Boon Wurrung** people of the Kulin Nation — and pay our respects to Indigenous Elders past, present and emerging. Sovereignty has never been ceded. It always was and always will be, Aboriginal **land**.

What are we going to learn today?

✓ Why is the **planning and timing** of my event important

✓ Where the event planning **starts**

✓ When my **event ends**

✓ The event planning **phases**

✓ The importance of **budget and programming**

✓ Planning for those **inevitable unforeseen circumstances**
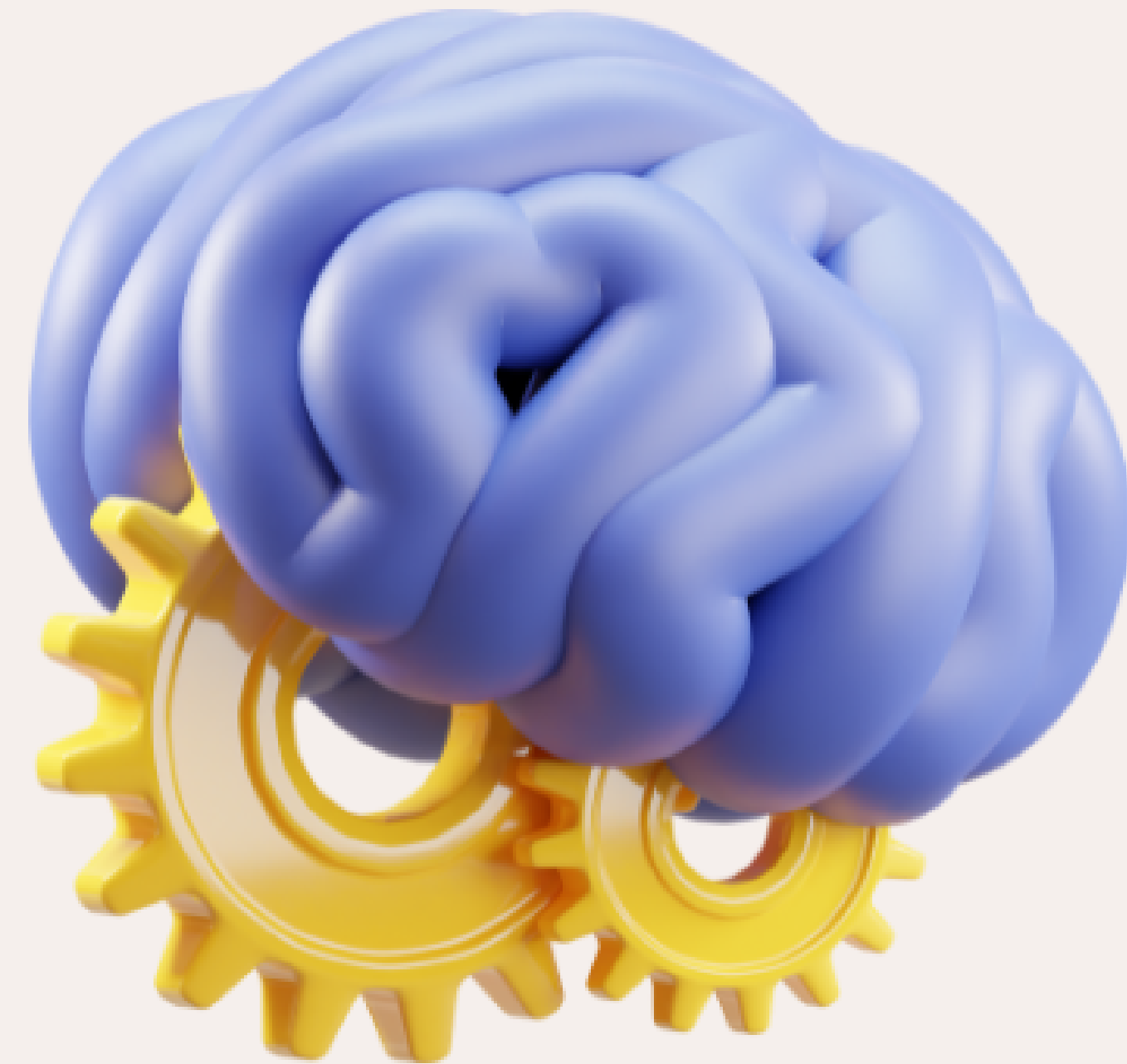
Why is the planning and timing important?

Events rely on the **availability** of :
- your target audience
- staff
- suppliers
- performance/entertainment
- infrastructure
- venue

Your event must support your department's **objectives and priorities**

Your **budget** may determine whether it's possible to run an event at all, or of the quality required

Event planning **start and end time**

The Coordination Phase

Going from the decision to hold an event to the start of the actual event setup can be complex and time-consuming.

The following elements have to be established 8-4 weeks before your event date:

- ✓ Date and venue booking
- ✓ Programming and Event team
- ✓ Suppliers
- ✓ Compliance
- ✓ Draft site map and run sheet

The Implementation Phase

It is the time to work on the details, 4-1 weeks before your event date:

- ✓ Contracts and/or agreements

- ✓ Staff coordination

- ✓ Compliance review

- ✓ Site map and run sheet confirmation

- ✓ **Contingencies:** expect the unexpected

The Execution Phase

Now it's time to actually run your event – and pack it up!
Tasks to consider during this phase include:

- ✓ Follow your **run sheet and site map**

- ✓ Contractors and vendors set up

- ✓ Staff/volunteers/casuals briefing – get the team familiar with the run sheet

- ✓ **Contingencies**

The Follow-up/Review Phase

Your job isn't over when your event is. There are still important tasks to complete in this final phase.

- ✓ Make sure the venue is returned to its pre-event condition

- ✓ Debrief with the event team (staff/volunteers/ casuals)

- ✓ Follow up on final payments to suppliers

- ✓ Evaluate the event through participant surveys

- ✓ Conduct a wrap-up review meeting with Events to analyse the event success or failure

Tutorial Time!

Summer Fest 2023 House Party

- ✓ Is my event reflecting my department objectives?

- ✓ Identify the event planning phase that your event is now

- ✓ Which are the next steps I need to follow before the next phase?

- ✓ What can I improve now to ensure my next phase will run smoothly?

- ✓ When will my event end?

How to use the CME Help Desk for more info

If you need to find more information about event planning and our resources available, you can use the search bar to find what you're looking for.

Or if you want to review more info, click on **Resources and Tools.**

CME HELP DESK

My Tickets   Submit a Request

How can we help you today?

🔍 Search

Getting Started

Resources and Tools

How To's

Getting Started

What is the CME Help Desk?

About CME

Accessing CME Support

Having trouble?

How does a Teamwork project work?

What does CME do?

What is Teamwork?

What should I expect when my project is added to Teamwork?

What students want to see from UMSU (that's you!)

Recap

A quick overview of what we've learned:

- ✓ Timing and budget are **key for a successful event**

- ✓ Your event must reflect your Department goals and objectives

- ✓ Planning an event can be divided in **4 phases**

- ✓ Always have **contingency plans**

- ✓ How to use the CME Help Desk for more info

Important Reminders

More SummerFest deadlines and important dates are dropping soon! Keep an eye on the **SummerFest Playbook**