

The SAI Event Planner's Guide to the Galaxy

So, you're planning an event, congratulations! By following the outline and tips in this guide, it's sure to be amazing. Heading this endeavour is a great way to learn invaluable leadership skills and knowledge on what it really takes to put an event together. No one can do this for you, but the entire chapter and executive board will be there to offer advice and help you achieve success. Now, go be amazing! ~ Love & Roses

1. Have an idea

2. Suggest your idea to the chapter

- a. Gauge interest
- b. Ask those willing to help to sign up on a paper or react on Slack

3. Forming a committee

- a. Add interested sisters to a channel on Slack
- b. Begin discussions over Slack and try to meet in person too
- c. How can my committee help?
 - i. **A Sounding Board:** sharing your rough ideas with others will help inspire more confidence in your plan and allow you to fine tune each idea. They may also offer their own ideas for discussion that you might not have considered on your own.
 - ii. **A Resource:** your committee members may have connections to people or organizations needed to accomplish or improve your event.
 - iii. **A Helping Hand:** you can assign your committee task to take some of the load off: "you handle catering", "you be our contact with NAT28", "you pick up the bins from..." ect.

4. When/Where

- a. Consider other major campus events before choosing your date:
Philharmonic concert, the opera, Playground, Lunar Gala, ect.
- b. **Date and time must be approved by the SAI Executive Board**
- c. **Outside CFA:** events held on the one of the lawns can be reserved through the UC. Contact Katherine Robertson to receive access to the necessary forms: kr2h@andrew.cmu.edu or ucres@andrew.cmu.edu
- d. **In CFA:** refer to the CFA Room Schedule to find a workable room, date, and time. <http://music.cfa.cmu.edu/musiccalendar.html> then reserve the space here:
https://docs.google.com/forms/d/e/1FAIpQLScCA3UFB7IOmmPHTQ-KNZAi_3VOYAvfjd9ztCdOHHx8aUUiw/viewform

5. Costs

- a. A budget must be made in consultation with the treasurer
- b. No purchases may be made until this budget has been agreed upon
- c. This budget must be agreed upon **BEFORE** submitting the Editor's "SAI Event Information Form"

6. Marketing:

- a. The Editor will handle the majority of marketing for your event, but you are responsible for printing and hanging posters
- b. **The "SAI Event Information Form" must be completed and sent to the Editor AT LEAST 2 Weeks before the event**
 - i. https://docs.google.com/forms/d/e/1FAIpQLSdxAVXShTf5DP3Jwk7UsnevIHeT1_f0DcOcFLc0HhuN2x0hSg/viewform

7. Timeframe Considerations

- a. **Long-Haul Timeframe:** if you need to coordinate with another organization or ensemble, ask people to prepare specific music, or the event requires special reservations consider spreading the work across 2/3/4 months
- b. **Quick-Turnaround Timeframe:** a minimum of 1 month preparation is suggested for small events to suggest the idea, form a committee, finalize ideas, make reservations, and provide ample marketing time

8. Other Questions to Ask

- a. What:
 - i. What does this support? What message are we sending? What do we need?
- b. Who:
 - i. Who is this event for? Who do you want to attend? Who is this helping? Who will be working? Who will be performing?
- c. How:
 - i. How will this benefit SAI? How will this support music? How will the event flow/work?