

### **Resources:**

- Norris Event Management
  - <http://www.norris.northwestern.edu/event/>
  - Dan Foley, [d-foley@northwestern.edu](mailto:d-foley@northwestern.edu)
  - Room reservations, outdoor events, catering
- Center for Student Involvement (CSI)
  - <http://www.northwestern.edu/studentaffairs/csi/event-planning/index.html>
  - Info and help for contracts, catering, locations, etc.
- SOFO
  - <http://www.norris.northwestern.edu/services/sofo/>
  - Tax exempt forms, check advances, reimbursements
- Room reservations for campus buildings
  - [http://www.registrar.northwestern.edu/scheduling/reserving\\_other\\_campus\\_rooms.html](http://www.registrar.northwestern.edu/scheduling/reserving_other_campus_rooms.html)
  - <https://25live.collegenet.com/northwestern/>

### **Do:**

- Start planning early
- Set goals for each event
- Work with your treasurer to establish a budget and get your exec board's approval
- Delegate tasks efficiently to your fellow exec board/committee members
- Have a rain plan for outdoor events
- Submit contract paperwork at least 4 weeks in advance (2 weeks notice is required by CSI)
- Advertise using a variety of methods
- Have a sign-up form for events with a limit on participants
- Include faculty fellow involvement when possible
- Plan a wide variety of events
- Enjoy the planning and execution of the event

### **Don't:**

- Go over budget
- Procrastinate
- Break SOFO or any other University policies
- Forget tax exempt forms
- Exclude any of your residents
- Forget your available resources, such as RCB, various university offices and departments, other res colleges, other student organizations, your master staff, your exec board/committee members, and your residents