**Step 1: Brainstorming and Planning**

When planning an event for Staff Senate, these questions can help guide your thinking.

* **Who** – Who is invited to attend? (i.e., all MSU employees, staff only, certain job families?)
* **What** – What is the event or activity? (Describe what you will do in simple and clear terms.)
* **When** – When exactly is the event going to take place (day, date, and time)? Be specific so people know when to show up or participate.
* **Where** – Where is the event/activity being held? (Provide directions and/or a map and information about appropriate parking lots or needs for parking tags)
* **Why** – Why are you planning the event/activity? What is the purpose? (Let attendees know if this is just for fun, for service, for professional development, etc.)
* **How** – How can attendees get involved? Do they need to RSVP or indicate plans to attend?

**Step 2: Consider permissions/approval, campus guidelines, and resources**

When planning an event for Staff Senate, these questions can help guide your thinking:

1. All events need approval from the Staff Senate Executive Committee. They can let you know if your event or activity also requires a vote from the senators.
2. Are there any rules or guidelines on campus that affect your event/activity?
   1. See the Missouri State University [Event Planning Checklist](http://www.missouristate.edu/universitycommunications/65481.htm)
3. Do you need to book a room?
   1. Contact Conference Services to book a room in the PSU (this is not free)
   2. Contact the academic building or reserve a room online (this is free)
   3. Ensure the room is large enough but not too large for your expected audience
4. Do you need equipment? (i.e., projector and screen, laptop, microphones/sound, tables, chairs, room setup, etc.)
   1. Contact Conference Services to book equipment for the PSU (this is not free)
   2. Contact CIT to book equipment for academic buildings (this is free)
5. Does your event accommodate those with disability, religious, or special dietary needs?
   1. Check the MSU [Accommodation Toolkit](http://www.missouristate.edu/equity/80804.htm)
6. Do you need to order food for your event/activity?
   1. Contact Conference Services to order food for on-campus events/activities (this is not free)
7. Will attendees or event staff need parking?
   1. Contact the Parking Office (through Safety and Transportation)
   2. Arrange for guest parking passes if needed
   3. Identify which shuttle could be used to get attendees to the events
8. How will you promote the event? (Send materials to Secretary/Treasurer to get approval from Ken McClure.) Consider including as many of the following as possible:

* Campus email
* Campus mail
* Fliers
* Meeting requests
* Bulletin boards in buildings (get permission from buildings)
* Departmental meetings (face-to-face promotion; get permission from dept. heads)
* MSU calendar of events (Staff Senate is sponsoring dept.; chairperson to approve)
* MSU website marquee (work with Web & New Media)
* Staff Senate website (Secretary/Treasurer to post)
* Universal Message recording – during low student times
* TV billboards in PSU and other buildings (get permission from buildings)
* My Missouri State (work with Computer Services)

1. Do you want to have gifts or giveaways for attendees (incentives for participation)?
2. Will the event cost you anything? (Request funds through Staff Senate one month early.)
3. Will the event cost attendees anything?
   1. Work with the Staff Senate Secretary/Treasurer to get petty cash for change.
   2. Work with Financial Services or the Bursar’s Office to arrange electronic payments.

**Permissions, Approvals, Guidelines**

* Get approval for your event/activity
* Know and follow the campus rules or guidelines that affect your event/activity

**Reservations and Resources**

* Reserve a room for your event/activity
* Reserve equipment for your event/activity
  + Projector
  + Projector screen
  + Laptop
  + Microphone
  + Other sound needs
  + Table(s)
  + Chair(s)
  + Room setup
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Provide necessary accommodations for disability, religious, and/or dietary needs
* Order food for your event/activity
* Arrange parking for your event/activity
* Inform attendees of parking lots to use or parking pass availability for your event/activity

**Funding and Finances**

* Request funding through Staff Senate
* Get petty cash from the Staff Senate Secretary/Treasurer
* Inform attendees of any costs to them

**Promotions**

* Promote your event/activity
* Campus email
* Campus mail
* Fliers
* Meeting requests
* Bulletin boards in buildings
* Departmental meetings (face-to-face promotion)
* MSU calendar of events
* MSU website marquee
* Staff Senate website
* Universal Message recording – during low student times
* TV billboards in PSU and other buildings
* My Missouri State
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Promotional materials answer “Who, What, When, Where, Why, and How” questions
* Purchase or collect gifts/giveaways for attendees