

Tips for Planning a Successful Event

- **Establish a Budget:**

Start by setting your budget, as this will help streamline the planning process. Consider costs like facility rental, catering, equipment, printing, transportation, and accommodations. Clarify which expenses the event sponsor will cover and which will be the responsibility of the attendees. Specify who will handle the payments.

- **Choose a Date:**

Have at least two dates in mind, a preferred date and an alternative date. Be sure to factor in national and religious holidays, school vacations, and semester breaks.

- **Plan the Event in Advance:**

Involve Meetings & Conferences staff early in the planning and consult with an Event Administrator regarding all potential event needs.

- Ensure you apply for your event space and receive written confirmation before advertising your event.

- Know your intended audience — UIC Students, Faculty, Staff, and/or Off Campus Guests.

- Determine a realistic expectation of the number of people who will attend the event.

- Identify VIPs or other dignitaries you want to invite.

- **Think about the needs of your speakers and presenters:**

Determine the equipment needed by your speakers and presenters, including what they will provide and what you need to supply. Inquire about technological capabilities.

- **Identify your Main Contact for the Event:**

One person will be appointed to make changes, submit final counts, and sign contracts. The Meetings & Conferences staff will need a single point of contact from your planning committee for communication and direction.

- Develop a detailed preliminary agenda for your event.

- Provide a timeline for event components. This will help Meetings & Conferences staff identify potential issues more easily.