Event Planning
Time: 60 Minutes

Materials
Starting to Plan an Event Prezi
Audio/Visual Equipment

Description: Are you planning a large-scale event? This session will provide you with tools to help in the planning of the event. Also, it will touch on how to recruit, retain, and manage volunteers in your organization.

Preparation
- Use this Prezi as a guide to recognize the numerous steps of planning an event
- We suggest you reach out to your advisor/SALD for any questions and help in the planning process

Instructions
1. Present the Prezi on Planning an Event to all members participating in the event planning and preparation process.
2. Develop event plan and ideas in response to presentation suggestions.
3. Schedule a meeting with your advisor and/or SALD to discuss those ideas and to establish a course of action for your group.
   a. Remember! If you are planning to sign a contract, get into contact with SALD first to determine the best way to handle this situation for your group. University of Cincinnati contracts can take up to two months to complete.

Notes: ____________________________________________