

**EVENT PLANNING TOP TIPS LUSA CLUBS 2019**

* Talk about club goals for the whole year. It can be easier to plan and come up with events if your club has a clear set of aims right from the get-go.
* Having meetings at least twice a semester to keep on top of events planned and to ensure you always have an event planned. We recommend the start and during the mid-term break of each semester with other meetings in-between if need be.
* Make sure you have a calendar at these event planning meetings, so that you can check whether your event clashes with any other important dates like field trip days.
* Plan at least 3-4 weeks ahead. Planning this far in advance allows you to do a lot more advertising and gives you time to apply for grant money from LUSA.
* Don’t plan an event alone! Ask your club exec and friends to help! It will be an easier event to organise and a more enjoyable event to run as well.
* Make sure you talk with your exec at the start of the year about what elements of the club they are interested in. Someone in the club may have an awesome passion or set of skills that may make for an incredible event! We also find if you let people run events in areas they are passionate about they tend to run an awesome event. Their passions rub off on everyone else!
* Have a club committee or event planners FB chat so that you can discuss things about the event as you are planning it.
* When planning think about;

What - what is the event, what do we need to run this event?  
When – when should we run this event, are there any conflicts that may affect our attendance or ability to run it?  
Where – where is the best place to hold this event, do we need to think about transport etc.?  
Who - who will plan it?  
How - how will the event/day run, how are we going to get the things we need for this event etc.?

* Take note of events that have gone well in the past and don’t be scared to run them again or do a slightly different spin on the same idea!
* Once the event is over, make sure you share photos etc. with all the people that came along. Writing an article for the RAM is a great way to tell students about how great your event was and advertise future events they can attend. The work you do after an event can affect how successful your future events are!
* Be persistent. The first few events might not go to plan but running good events and getting a good reputation for your club on campus requires you to be persistent and most importantly consistent with running events.