## Student Branches Event Planning and Organization

In planning your Branch programs and events for the year, it is important to keep in mind that events where students are highly engaged are critical to your Branch's success. Ask your members what their interests are and try to meet what interests them. When choosing an event, **you should ask several questions to evaluate the potential of that event:**

1. *Will this event attract new members?*

2. *Do we have the resources to carry it through (e.g., time, people, funding)?*

3. *How will it satisfy the needs of existing members?*

4. *Does it meet a specific need for your Branch?*

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# Student Branches Event Organization Checklist:

## *Before the event:*

- ☐ **Choice of event** (idea that is appealing to the targeted audience, not duplicated and of high contribution, type of event whether it's a workshop, seminar, field trip etc...)
- ☐ **Audience profile**
  - Who are your targeted Audience? Specific studying level or background?
  - Is registration to the event required?
  - Will non IEEE student branch members be admitted?
- ☐ **Budget consideration** (Money needed to deliver the event successfully, is it feasible? is the expected outcomes worth the money paid?)
- ☐ **Choice of date , time and venue** ( Does the date conflict with a major collage/ university event ? is the event time will be in normal activity hours ? is the venue equipped with all needed equipment's and enough for attendees , confirm venue reservation)
- ☐ **Schedule meetings to plan the event** ( Assign an event manager , create an event timeline and agenda , room plan and setup , technical needs ,do you need to host a guest speaker or professional? ,do you need volunteers or expertise help? plan major events no less than 21 days and 10-14 days for other events)
- ☐ **Take permission** (University / Collage permission to held the event)
- ☐ **Advertisement and marketing** (how will you advertise for the event? emails, posters, animated videos etc...)
- ☐ **Catering / Food or Drink options** ( if needed and not required)

## *During the event:*

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- ☐ **Attendee's registration.**
- ☐ **Attendees Feedback** (surveys to improve upcoming events...)
- ☐ **Keeping an organized and quite atmosphere** ( volunteers can take place here to help in managing the place)
- ☐ **Take photos for documentation.**

## *After the event:*

- ☐ **Report event and budget details, outcomes and number of attendees.**
- ☐ **Thank you notes to attendees and volunteers.**
- ☐ **Return equipment** (if applicable)
- ☐ **Reflect as a team! How did the event go? Were your event goals met? Is there anything you would do different?**

**Notes:**

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