

Constructing Your Event

Use the questions below with your planning committee as a way to determine information about your audience and ideas for activities and events. Identify your goals, delegate tasks to committee members, and state specific timelines for accomplishing each task. Once you have sorted through these questions, begin to assign duties and responsibilities and fill out the "Planning Your Event Form" on page 48 & 49

ACTIVITY/EVENT IDEA

Event Name _____

Best Time of Year _____ Best Time of Day _____

Location Ideas _____

Anticipated Cost per person \$ _____ (include tax, gratuity, room and A/V expenses, door prizes, decorations, etc.)

Other Ideas _____

What is the purpose of this event _____

Describe what will happen at this event _____

What are your event goals _____

Has this event been done previously? _____ Was it successful? _____

PARTICIPANT INFORMATION

Target Audience Alumni only Alumni & Current Parents Family Friends & Family

Who is invited to this event? _____

How will this event meet the needs of this group? _____

How do you want participants to be contacted? _____

EVENT RATIONALE

Why are you having this event? _____

Why are you selecting this particular time of year? _____

Is time/date of event convenient for the audience? _____

_____ (List potential problems vs. benefits of this time/date)

What is your motivation for selecting this location and setting of your event? _____

Please submit to the alumni office: 503-352-2056 FAX or e-mail to alumni@pacificu.edu

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