

Important Considerations:

Please contact the Student Activities office (CSU 173, 507-389-6076) in addition to Scheduling and Conference Services if your event has any of the following components:

- *if you are planning an event expecting a large number of people
- *special parking arrangements
- *have off-campus vendors
- *present potential risks
- *may need security
- *draw media attention

- *or you are planning on allowing underage people to come.

Please see us for assistance , we want you to have a successful and safe event. See Ryan Yunkers or Bridget Kelley for assistance in planning.

If you'd like to view the RSO Handbook, see www.mnsu.edu/activities/rso/handbook.html.

Minnesota State University,
Mankato
Student Activities Office

CSU 173

RSO Event and Program Planning Guide



Planning Programs and Events

- 1) Your RSO needs to come to a consensus on the event.
- 2) Members need to be aware of what is expected and how much each member needs to contribute.
- 3) Evaluate what you have and what you need for the event or program. Setting a budget is necessary for most events.
- 4) Fundraising may be needed to raise money for some programs. In some cases, funding is available for RSO's as well.
- 5) To see if you qualify for funding or get more information, go to www.mnsu.edu/activitiesc/rso/handbook.html and read the Funding/Fundraising section.
- 6) Fill out the RSO Event Worksheet to help with your planning —>
- 7) Reserve the venue for the time of the event. To do this, go to Scheduling and Conference Services in CSU 219; phone 507-389-2223; Email university.scheduling@mnsu.edu; web site www.mnsu.edu/scheduling.
- 8) Promote your event. Try something new. See our Promotion Ideas section. —>
- 9) See the Important Considerations section. You may also have to meet with Student Activities staff if applicable.

RSO Event Worksheet:

Name of event:

Contact Person:

Advisor:

Advisor Contact Info:

Event Summary:

Date:

Time:

Location (Include rain site if needed):

Estimated Program Budget:

Advertising:

Decorations:

Food:

Giveaways:

Performer:

Other:

Promotion Plan:

What promotion ideas were you and your committee planning? List dates promotion is going up, locations, and other means of dispersement.

Free Promotion Ideas:

- *Posters (must get stamped at Student Activities, CSU)
- *Sandwich Boards (University Scheduling)
- *Tabling (University Scheduling)
- *RSO Upcoming Events Page (bridget.kelley@mnsu.edu)
- *RSO Newsletter (bridget.kelley@mnsu.edu)
- *Campus Events Calendar (www.mnsu.edu/calendar/events/)
- *KMSU (james.gullickson@mnsu.edu)
- *CSU Monitors (nadeem.mohammed@mnsu.edu)
- *Widget on Homepage (bryan.hoffman@mnsu.edu)
- *Residence Hall Banners (Res Life)
- *Press Release (michael.cooper@mnsu.edu)
- *Showcases (University Scheduling)
- *Pocket Schedules
- *Facebook/Myspace
- *Boredboard.org
- *Collaborations with other RSO's
- *Classroom ads
- *Keep staff/faculty informed
- *RSO mailboxes (CSU 173)
- *Inform Hub
- *Listserv
- *"Announce" - Mass email

Cost Associated Promotions:

- *The Reporter (reporter-ad@mnsu.edu)
- *T-shirts
- *Table Tents (Res Life)
- *Buttons (CSU 173)
- *Bookmarks
- *Floor footprints