



Purdue AICHE - Event Planning Sheet

Keep this sheet for your own use and update as you plan

At Least 2 Weeks Before the Event

- Discuss with your respective Committee Head or E-Board member about the specific event
- Add the event to Google Calendar
 - Categorize as "AICHE (Tentative)" if date and time are not finalized.
 - Categorize as "AICHE (Website)" once details are finalized later. Note: This posts the event to the website.
- Begin planning - Get in contact with necessary people (company reps, professors, etc.)
- Book the space through UniTime (Purdue Space Management/Office of the Registrar) or the location itself
- Fill out the Event Permit (EP) (last page of this document) and submit to your respective E-Board member during office hours or other arranged time.
- Submit an Activity Form (AF) on BoilerLink (may need to request access from E-Board).
 - Check BoilerLink and school email for updates from SAO and BOSO
 - Comment on AF to communicate any changes to the event.
 - Call SAO and/or BOSO for urgent assistance, otherwise, make comments on the AF.
 - Note: BOSO deals with income/expenses associated with the event, and SAO deals with everything else.

**Everything above must be done 2 weeks in advance,
or event will be denied by SAO and/or Purdue AICHE!**

At Least 1 Week Before the Event

- Create an RSVP survey, if necessary
- Once the AF is approved by SAO and BOSO, submit a Marketing Form (MF) through Purdue AICHE's website. Let the Secretary and Marketing Committee Head if you have any requests for advertising.

The MF must be submitted at least 1 week in advance!

Prior to the Event

- Submit any necessary information required by BOSO and SAO through BoilerLink's AF.
- Buy any necessary materials/food for event.
- Send out correspondences to attendees, guest speakers, etc. closer to the event
- Confirm volunteers/personnel for event

During the Event

- Arrive early to begin setup.
- Record attendance (name, email, year, etc.)
- Take pictures! Or enlist a volunteer to take pictures.

After the Event

- Create survey for participants to gain feedback to add to Summary Form (SF)
- Send emails with special thanks to volunteers, guest speakers, and/or important contacts.
- Submit the SF through Purdue AICHE's website.
- Submit a Reimbursement Form (RF) through Purdue AICHE's website.



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Useful Tips and Tricks for Event Planning

1. Set an objective for the event.

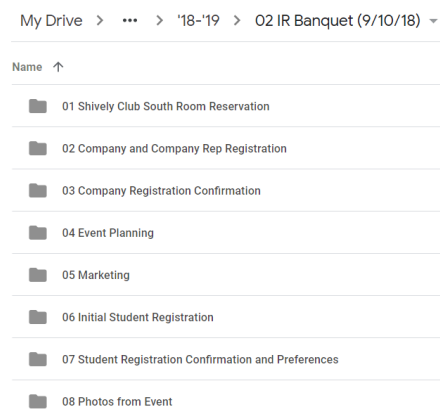
- Keep this objective in mind throughout the entire event planning process.
- Keep this general, and be flexible. Things may change.
- Example: Promote networking between students and industry reps.

2. Start planning earlier than you think is necessary.

- Starting earlier allows you to deal with unforeseen roadblocks that come up later.
- If you know you have an event coming up in a couple months, go ahead and start planning now. You'll appreciate later that you did.

3. Stay organized.

- Create a folder on the AICHE Leadership Google Drive under your committee name and keep track of everything relating to your event, e.g. emails you've received, spreadsheets you've made, pictures you've taken, material lists you've made, etc.
- Example: 2018 IR Banquet folder (-->)



4. Write out step-by-step how your event will run including times and descriptions.

- By detailing out each item, you can identify gaps or possible roadblocks.
- Keep this schedule updated as you plan.

5. Go through old summary forms to see what does and doesn't work well for events.

- Summary forms are a great way to aid the planning process. Not sure how good the food/delivery is for Company X? Do a CTRL+F search of the summary forms! Chances are, someone commented about it in their SF.
- If necessary, ask your committee head or E-Board member how to do this.

6. If an event goes well, and we plan to do the event again, make it easier for the next person who plans it.

- This goes back to staying organized. The next person won't need to do nearly as much work upfront if you save your materials and allow them to access it.

7. Most importantly, don't stress yourself out.

- If you need a little extra help, just ask! Your committee head or E-Board member will always find a way to help you.



Purdue AICHE - Event Permit

****Fill out this sheet and turn into your respective E-Board member****

General Information

Event Name: _____ Date: _____, ____/____/____
Day of the Week mm/dd/yy

Start Time: _____ End Time: _____ Location: _____
hh:mm AM/PM hh:mm AM/PM

Organizer Name: _____ Email: _____
First and Last Purdue Email Address

Committee: *(select from options below)* Position: _____

- E-Board
 Faculty Relations
 Undergrad Research
 Outreach
 Chapter Relations
 Student Relations
 Philanthropy
 Industrial Relations
 Marketing
 Other

Brief Description of Event: _____

Student Attendance: _____ Expected Known Permitted
 Faculty Attendance: _____ Expected Known Permitted
 Industry Rep. Attendance: _____ Expected Known Permitted

Estimated Costs

| Item | Vendor | Cost Per | Quantity | Cost |
|-----------------------------|--------|----------|----------|------|
| | | | | |
| | | | | |
| Total Estimated Cost | | | | |

** Attach another sheet with additional income/expenses as necessary*

Contacts

| Name | Affiliation | Email |
|------|-------------|-------|
| | | |
| | | |

** Add more rows as necessary*

** Affiliation: Professor, Faculty, Industry Rep, Mr., Mrs., Ms., etc.*

Signatures

- Added Event to Google Calendar
 AF is submitted / will be submitted soon (circle one)

Committee Head Name: _____ E-Board Rep Name: _____

Committee Head Signature: _____ E-Board Rep Signature: _____