

# Event Planning and Execution

1. **What event are you planning?** This could be an existing event that is normally held by your student organization, or it could be something that you would like to try in the future!

## 2. Budgeting and Resource Allocation

a. What materials and services will be needed for your event? Try to list everything that might cost money! This would include food, decorations, guest speakers, equipment, etc.

b. How will you pay for the items that you listed? Note that funding varies between student org group types, so be sure to do some research and find out what is available for you! For example, a religious group would not qualify for SAF-B funding through OSI, but they may be able to access funding through Mission and Ministry.

## 3. Outline at least two risks for your event and create contingency plans.

Risk 1: \_\_\_\_\_

Contingency Plan:

Risk 2: \_\_\_\_\_

Contingency Plan:

## 4. What strategies will you use to effectively communicate and coordinate your event?

Email us if you have more questions!

[orgfunding@depaul.edu](mailto:orgfunding@depaul.edu) (funding)  
[studentorgs@depaul.edu](mailto:studentorgs@depaul.edu) (anything else)