

Tips for Planning a Successful Event

Please consider the following tips to help Meetings and Conferences serve you better:

- Establish a budget.
Before you do anything else, determine your budget. Determining limits early in the planning process helps other variables fall into place. Consider facility rental fees, catering, equipment rental, printing costs, transportation, and accommodations. Determine which expenses will be assumed by the event sponsor and which by the attendees. Be sure to identify who will be paying the bills.
- Choose a date.
Have at least two dates in mind, a preferred date and an alternative. Be sure to factor in national and religious holidays, school vacations, and semester breaks.
- Plan the event as far in advance as possible.
Involve Meetings and Conferences staff in the initial planning stage. Think of all possible event needs and discuss with an Events Administrator early in the planning process.
- Apply for and be sure to have written confirmation of space before you advertise your event.
- Know your intended audience – UIC Students, Faculty, Staff and/or Off Campus guests.
- Determine a realistic expectation of the number of people who will attend the event.
- Identify VIPs or other dignitaries you want to invite.
- Think about the needs of your speakers and presenters.
Find out what equipment your speakers and presenters will need, what they will bring with them, and what you need to provide. Ask about technological capability.
- Identify one person who will be the main contact for the event.
This is the person who will have the authority to make changes and/or additions, turn in final counts, and sign off on related contracts. No matter what the size of your planning committee, Meetings and Conferences staff will need one person to communicate with and take direction from.
- Develop a detailed preliminary agenda.
- Include a timeframe of the various components of the event. When looking at the entire program, it will be easier for Meetings and Conferences staff to identify components that may cause problems.

Staff in Meetings and Conferences can save you time, money, and headaches. We look forward to helping you plan a successful event.