

Weeks Before Event	Task to Be Completed
asap	Assess the interests of your organization & community It's a new year! Poll members of your community. What are their interests? What are the goals of your organization? What kind of program would help move towards those goals?
asap	Brainstorm & test for interest Open it up to your members. Ask for all possible ideas. Discuss each one and find out what sparks interest. If members aren't motivated to work on the event, you'll most likely lack volunteers <u>and</u> an audience.
asap	Do a Timeline & Resource Analysis Make sure your organization has the resources to do the event successfully. List all of the tasks required and put them on a timeline. Remember to include holidays, mid-terms, other events, and campus deadlines. Ask your SOAR advisor if you're not sure of deadlines. Check to see if members have the time and experience to do tasks <i>realistically</i> and <i>without jeopardizing their studies or other goals</i> . Remember to mentor new leaders and offer all members positive experiences. No one joins orgs to be a cog in an event production machine!
asap	Meet with your SOAR Adviser Meet with your advisor early and often. S/he can let you know the resources and the red-tape that can make an event run smoothly or hit a brick wall. Add new information to your timeline.
See Funding Deadlines	Create a budget & fundraise or request funds Make a list of all the expenses involved in the event. Research the costs. Fundraise or visit soar.ucsc.edu for fund sources and their deadlines. Turn in proposals on time.
6-8 Weeks	Secure the funds Get answers from fund sources or complete your fundraising. If you received funding, make sure to get it in writing. Adjust your event budget if needed.
6 Weeks	Reserve a space Look for a facility as soon as possible. Most popular spaces get booked early so have back-ups choices. To confirm a space, have the facility sign Step 3 of the SOAR Event Proposal form.
4-6 Weeks	Request payments for food & performers/speakers & security Performers or speakers need contracts done 4-6 weeks in advance in order to be paid. Large purchases or food can also take time. Meet with your SOAR advisor to get these started.
4 Weeks	Request all services Meet with your SOAR advisor 4 weeks in advance to request any needed services, e.g.: <ul style="list-style-type: none"> • Sound/media equipment, parking/signage, trash/recycling containers, etc.
4 Weeks	Design publicity & publicize You've worked hard on the event. Make sure people knows it's happening! Design dynamic publicity and distribute, at least 2 weeks before the event.
2 Weeks	Request Purchase Orders for all other purchases Submit requests for snacks, decorations, etc. Request a SOAR Cash Box if charging admission.
1 Week	Confirm volunteers, performers, & speakers Don't assume everyone will remember! Make reminder calls 1 week before the event.
The Date	Hold the event! Set up, <i>have a great time</i> , clean up, & celebrate!
1 Week After	Reflect & evaluate Each event offers valuable lessons for your org and each participant. Take time to reflect. Invite honest feedback and record it so it's not forgotten. Thank everybody for their contributions.