

## Quick Tips on Meeting and Event Management

**MEETINGS WITH A PURPOSE:** Do you feel that your meetings are boring and without direction? Are you having trouble keeping people on task? Is it difficult to gain input?

**TIPS TO MAKE THE MOST OF YOUR MEETINGS:** Ask members for agenda input before the meeting; Use an agenda!; Have discussion topics so you're not the only one talking; Change your meeting location; Have your group review their goals; Refine goals if necessary; Play a game during the meeting

### EFFECTIVE EVENT PLANNING:

As clubs and organizations get underway it's important to be "planful" when putting events together. Below are some suggested things to keep in mind as you plan.

- What are the needs of your target audience?
- What are the goals of your program ... what do you want them to get out of attending?
- Outline what you want to happen during the event.
- Proposed Budget: How much money do we need? Where will the funds come from?
- Coordination with Administration: Do you need to involve your advisor, university personnel, reservations office, catering, and university police?
- Contact & schedule guest speakers, performers, etc.
- Reserve rooms & equipment and arrange for set- up & clean-up volunteers.
- Staffing: Do we need someone to work a ticket booth, entrances, refreshments, support talent?
- Create a publicity & marketing plan for your event.
- Program evaluation and thank you notes after the event.

### THE TEN COMMANDMENTS for conducting meetings:

1. Thou shalt not meet if the matter can be resolved by other means
2. Thou shalt make thy purpose known to those thou summonest
3. Thou shalt summon only those whose presence is needed
4. Thou shalt start at the time announced
5. Thou shalt not run behind
6. Thou shalt not wander on to other topics
7. Prepare thy thoughts so that the minutes not be wasted
8. Schedule not in haste, for the day is brief
9. Thou shouldst combine into one those which need not be separated
10. Fear not to cancel if there is no need to meet



### COURTESY COMES FIRST!

*Here are some helpful tips on working with guests and presenters:*

- (1) If an activity organizer wishes to extend invitation to guests, make sure that invitations are sent out early so that guests are given ample notice. Invitations should be sent out at least 3 weeks in advance. (2) Be sure to provide your guest with the necessary background and related information on your function. (3) Ample time should be provided when seeking assistance/advice, so be sure you plan ahead! (4) Always address guests with the proper name, title, position and gender. (5) Express your gratitude by sending thank you notes to guests/helpers after the event.