Guidelines: Planning a Committee Event

1. **Determine the purpose and objectives for the event**

    a) Why are you having the event?

    - To allow for a networking opportunity?
    - To allow younger members to meet more experienced members?
    - To introduce members looking for jobs to those who are hiring?
        o To raise money?
    - To have fun (having fun is an OK reason for having an event).

    b) Who is your target audience?

    - Younger members? Older members? Everyone? Non- members we'd like to have join?
    - Members and their families?
    - How many attendees will you consider a success?

2. **What is the budget for your event?**

    a) Does this event need to make a profit for SCCDS? Break even? Be subsidized and therefore be considered a member benefit?

    b) Will you charge attendees for attendance? See above to consider how much? Will it be free?

    c) Can you afford to have the event at a venue that charges (eg. A park, restaurant, night club?)

    d) Will you have vendor sponsors?

3. **How will you evaluate the event when it is over?**

    a) Attendance only?

    b) A paper survey during the event?

    c) A short SurveyMonkey survey after to get opinions, ideas for other events

    d) Amount of profit made?