



# EVENT PLANNING MEETING (EPM)

## Preliminary Worksheet

Planning an event? Start the brainstorming process here!  
Once you've got some basic ideas and details, attend an EPM.  
This will help get the ball rolling for the next step of the planning process.  
**EPMs are held every Tuesday AND Friday at noon in Callahan 107.**  
These meetings are hosted by members of the Student Activities staff.

**Event Idea:** \_\_\_\_\_

*Get creative! We encourage new, interesting ideas. If we've seen it before, we're going to challenge you to push your idea further.*

**Possible Date(s):** \_\_\_\_\_

*Have a general idea in mind, but prepared to swap around if Student Activities knows of a competing event for the same date.*

**Possible Location(s):** \_\_\_\_\_

*We can check availability if you have a specific spot in mind. Multiple options are good in case your space is already booked ☺*

**Collaboration Opportunity:** \_\_\_\_\_

*We know how tough it can be to find funding and/or enough people to make your event happen. Are there any other groups that you think might be open to collaborating to make your event bigger and better?*

**Setup:** \_\_\_\_\_

*Requests need to be submitted in order for the following items to show up at your event!*

- Tables (#\_\_\_\_)       Chairs (#\_\_\_\_)       Trash Barrels (#\_\_\_\_)       Recycling Barrels (#\_\_\_\_)  
 Furniture Cleared/Configured       Furniture Re-set       Cleaning Crew       Other \_\_\_\_\_

**AV Needs:** \_\_\_\_\_

*Requests need to be submitted in order for the following items to show up at your event!*

- Microphone (#/type\_\_\_\_\_)       Laptop       Projector  
 Sound System       Speakers       Other \_\_\_\_\_

**Food:** \_\_\_\_\_

*Thinking about having food at your event? There are lots of ways to make that happen! Let's chat about what you're thinking and determine the best option for your event.*

**Marketing:** \_\_\_\_\_

*You could have the best idea ever, but if people don't know about it, it probably won't be successful. Let's brainstorm unique and interesting ways to market your event so people start getting excited about it!*

**Ticket Sales:**      **YES**      **NO**

*Selling tickets to your event? Student Activities can do that for you! If you circled "YES", please complete the next section.*

**Ticket Price(s):** \_\_\_\_\_

**Quantity Available:** \_\_\_\_\_

**Ticket Sales Start & End Dates/Times:** \_\_\_\_\_

*If you have a specific blurb or image you would like included on the ticketing site, feel free to email Steph Pierce (spierce@endicott.edu) with that information.*

### FOR STAFF USE ONLY

EPM Date: \_\_\_\_\_

Met with: (circle all applicable)

WS    SP    GK

Follow-up Needed: \_\_\_\_\_