

Step by Step Event Planning Guide
Nine Simple Steps to Planning Events at Brown
For Brown Faculty/Staff

IMPORTANT! Student Groups:
Please meet with the [Student Activities Office](#) to plan your event.

STEP 1: **Consider Your Budget**
Do you know what your budget is?
Do you know how much to estimate for each aspect of your event?

STEP 2: **Choose Your Date(s) Carefully**
Do your dates conflict with a major University event such as Family Weekend or Commencement, for example?
Have you checked the Academic Calendar?

Not sure?

Check our [list of annual University events](#).
Visit the [University Events Calendar](#).
Visit the Brown University [Academic Calendar](#).

STEP 3: **Take Care of Your Special Guests**
Fill out a [Dignitary Notification Form](#) to alert appropriate campus departments of high profile visitors coming to the Brown campus.

Not Sure?

Do you have a VIP coming to campus for a high profile event?
Does your VIP bring with them their own security?
Chances are, you will need to fill out a [Dignitary Notification Form](#).

STEP 4: **Reserve Your Campus Space**
Reserve classrooms, meeting rooms and green spaces using the University Scheduling Office's [online request form](#).

Not Sure?

Unsure what space you need?
[Contact the Scheduling Office](#) for advice and suggestions.

Outfit Your Meeting Space

STEP 5: Order registration tables, chairs, custodial cleaning and other equipment for your meeting space(s) through our [online service request form](#).

Not Sure?

Imagine that your meeting space is a blank slate.
Try to envision everything that you will need for your event, and assume that your space does not come equipped with any of these things!

STEP 6: **Arrange Your Audio-Visual Needs**

Request an LCD projector, a microphone or other audio-visual needs using the Media Technology Services [online media request form](#).

Not Sure?

Remember – imagine that your meeting space is a blank slate. Just because media equipment may exist in a room does not mean that it will be available and unlocked for your event.

Are you:

Planning to use equipment that is already installed in a classroom?

Showing Power Point?

Showing a video?

Speaking in a room that requires a microphone?

Then you will need to place an order with Media Technology Services.

STEP 7: Order Food & Beverage

Order food and beverage with [Brown Catering](#) by calling them at 401-863-7812.

Remember!

Food or beverage served in any campus space must be provided by either Brown Catering or an approved Brown vendor. For more information, please see the [Brown First policy](#) website.

STEP 8: Make Your Event Safe & Accessible

Consider your audience. If your event is open to the public, be sure to utilize a space that is accessible to attendees with mobility concerns. For more information, visit the [Disability Support Services website](#).

Expecting more than 50 people?

Complete a [Fire Safety checklist](#).

This ensures compliance with Rhode Island Uniform Fire Code requirements.

Expecting more than 100 People?

Have your event reviewed by the [Department of Public Safety](#).

Larger events require consideration of guest safety in the event of an emergency.

Expecting more than 300 people?

Have your event reviewed by the [Fire Safety Office](#).

State law requires that any event of 300 or more be reviewed for potential assignment of a Fire Marshal.

STEP 9: Advertise Your Event – For Free!

Register your event with the [University Event Calendar](#) (Note: posting on the Event Calendar is required in order to take advantage of the Promotional Screens or Morning Mail).

Take advantage of [LCD Promotional Screens](#) across campus.

Advertise in the [Brown Morning Mail](#) (some [restrictions apply](#)).

Become a part of [Featured Events at Brown](#) (Distributed every Monday to subscribers, including local and regional editors and reporters, Featured Events is a great way to publicize your on-campus happenings. See link for subscription information and submission guidelines).

Post Your Event on [BearSync](#) (student groups only).

Add your event to one of the Graduate Student Council [listservs](#) which can facilitate promoting your event to the graduate community.

Still Need Assistance? Call 863-3100 to speak with a member of our staff.