

Planning a Mississippi College Student Organization Event

There are basics you'll need to think about when planning an MC event...this doc

Anyt

Food

Are you providing food at this event? Will the food be a meal, refreshments, just beverages, a desert?

Think through what your budget allows as far as food and refreshments

Is food necessary, or do you think it'll help get people to your event?

Entertainment

Entertainment can range from background music to a DJ to a band to a balloon artist and beyond. Think about what you're trying to accomplish with the entertainment.

Is it meant to compliment the event as something in the background?

Is it literally supposed to BE the event- like a DJ IS the event for a dance party.

Should it compliment the atmosphere? A face painter adds to the carnival feel of a carnival, etc.

What does it add to the event?

You may consider other types of things such as yard signs, etc. things take time to complete, get done think about EARLY communicate with vendors about the

Plan Out

Do whatever you need to do to plan out the event. Use Docs or Sheets to put in information

Use Pinterest to plan out how you want the event to look. The DET good to draw / lay out/ write out a description of the event to look as well as the experience that you want to have at the event.

Use the maps of campus venues- these will help you

Purchases

Use the list to help you with purchases

the event

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