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.

STEP 5: Outfit Your Meeting Space
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.