When you are thinking about putting on an event, please keep in mind all of the moving parts that are involved. If your idea includes bringing someone to campus, you will need to reach out many weeks, if not months, before the date you have in mind. This is crucial to keep travel costs down, to make sure that you can reserve the best venue possible for your guest, to make catering reservations if necessary, and to leave yourself plenty of time for promotion. There are lots of incredibly helpful people in academic support offices and campus operations who are willing to help you, but they can do so only if you give them plenty of notice. Planning well in advance helps you build a great foundation and network of support for the visit, and will help you tackle any issues that come up during the event itself. If you are planning something that does not require bringing someone to campus, you need not start quite as early, but the value of planning well in advance remains true just the same.

In your statement of plans/event description, please include basic elements in a format that is easily readable: Who (is putting on the event), What (is the event), Why (is the event important for the campus community, for the goals of your group, or the curriculum of GWSS), When (the proposed event would occur), and Where (what is the ideal venue, and how does this reflect the size of the audience you might expect). The clearer you can tell the GWSS chair and/or committee about these different elements the easier it is for them to consider your request.

There are lots of people who are here to help you plan your event. If you can't figure out who to ask, inquire with your advisor or with the academic support staff in Mears Cottage. Identifying the right people to help you plan will mean that you can draw on the experience of others to help you create a realistic budget for your event.

This part of the proposal is where you show what you have done to build broad based support for your event. The committee would like to see that there are other people on campus who are excited about helping you execute your event and who are likely to attend or participate. While GWSS does not absolutely require co-sponsorship of events, having buy-in from a number of campus constituencies goes a long way in making members of the GWSS committee confident that they are supporting an event that will likely be successful.