Major Responsibilities: Designing and writing a working event-planning manual to be used by all future OfS staff, assisting with any Spring Events (primary event: WeSustain Community Celebration), coordinating with Social Media, Promotion and Eco-Mug team.

The OfS Event Planning guide has been designed to be used as an easily read and accessible tool for any and all OfS staff to utilize for planning an event centered around our office’s mission for sustainability. Readers will have access to a timeline check-list, a task designation list and a written narrative explaining how to use each of these in detail.

The timeline portion of this manual begins approximately 3 months from the time of a portrayed event. Since we often plan by semester, 3-4 months is usually the time frame that we have to begin planning events. Beginning at 3 months, the checklist moves through each task that should be done in chronological order leading up to the event. It should be noted that these are suggested tasks based upon my own experience in planning, and online research. Every event is different, and there is no way to predict the exact order in which tasks may need to be completed.

The task list portion is designed to make certain that all tasks are allocated to an OfS staff. It is suggested that this be used as a living document as, once again, events can be unpredictable and this portion of the manual may need to be changed the most often. This resource also includes a section to designate “due dates” for things to be done. In previous semesters due dates and assignments have often been given through e-mail or verbal communication. By using one task list, we can avoid any miscommunication and have all assignments and dates in one document that every staff member involved has access to, leaving much less room for error and better planning.

The narrative portion of the OfS Event Guide explains how to use these two resources together. Here, we also go into details that are specific to WMU event policies including rules and regulations, and contacts for specific promotional tasks. It is suggested that a staff member using this guide read this section of the manual through at least once and reference it as needed.

Other resources included in this guide are sample event evaluations, sample press releases, and any other helpful directions on completing tasks under WMU policies.
The guide is accessible to any OfS digitally staff under: share drive -> EVENTS -> Final Event Guide

Utilizing the Office for Sustainability Event Planning Guide will allow any staff member to plan events such as these:

WeSustain Community Celebration  
Spring 2015

National Campus Sustainability Day  
Fall 2014

#discoverWMU Fall Welcome  
Summer II 2014

Student Sustainability Fee Survey & Town Hall  
Spring 2014