

Event Planning 101



2 Resources for Building Your Event



**Campus Events
Planning**

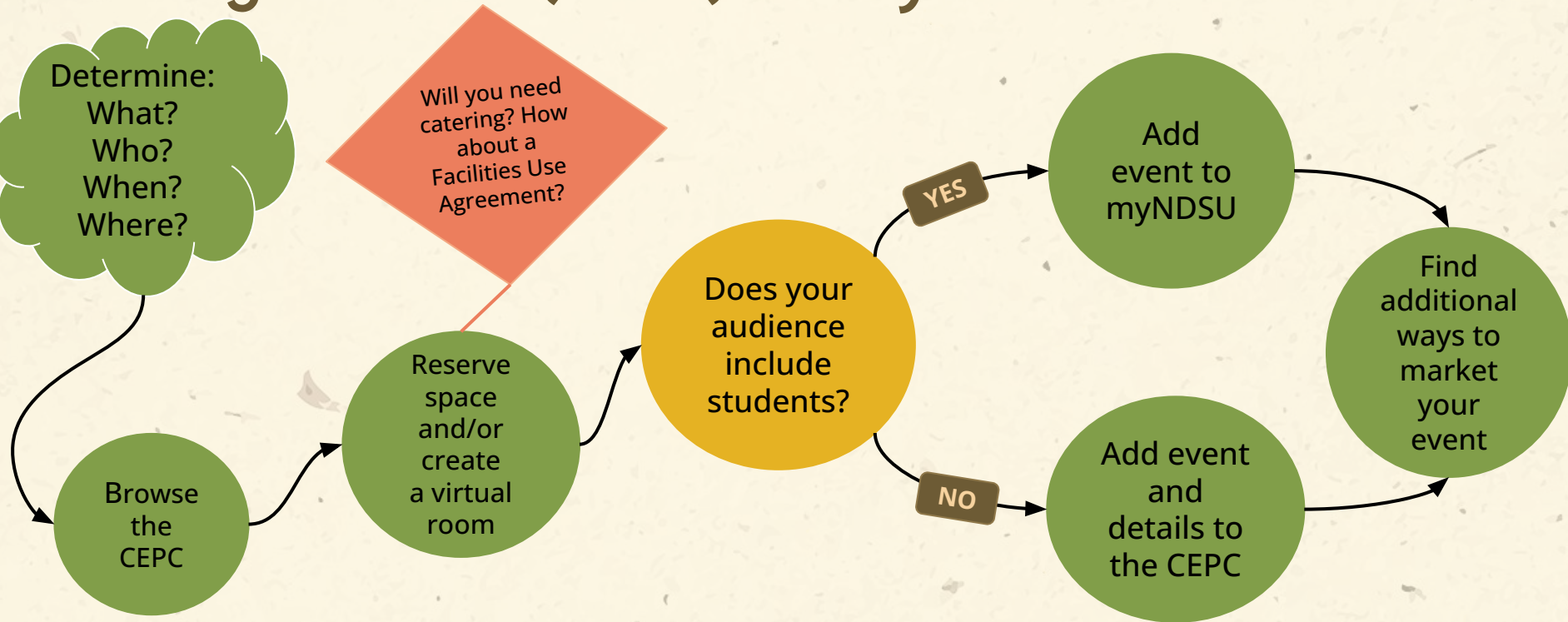


myNDSU
North Dakota State University

WHERE DO I START?



♥ Event Planning 101 with the Campus Events Planning Calendar (CEPC) and myNDSU





Planning Calendar

The Campus Events Planning Calendar is a resource for scheduling events.

- Avoid event overlap
- Promote and share event information
- See what's happening on campus

<https://kb.ndsu.edu/aa/page.php?id=124633>

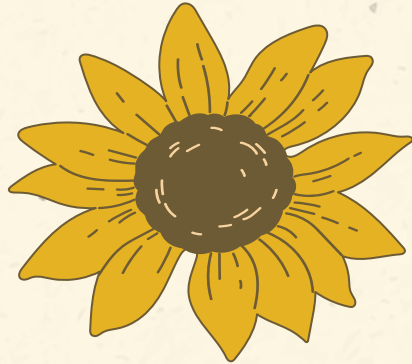
Everybody on campus has access to view the calendar.

For publishing/edit rights, request access by emailing ndsu.campuscalendar@ndsu.edu.



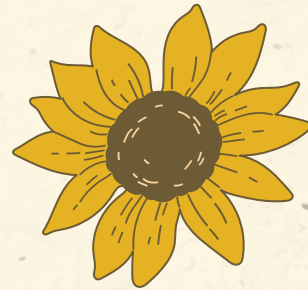
What Is myNDSU?

- ♥ myNDSU is an engagement platform for students, faculty and staff to utilize in order to encourage involvement on campus.



How can myNDSU help my college or department?

- Manage rosters and membership
- “About” pages
- View upcoming events/create an event
- Share organizational news and accomplishments
- Store documents
- Create and submit forms
- Election resources
- Log service hours



Administrative Features myNDSU

- Adjust your organization roster and assign executive roles
- Add pictures of events/meetings
- Create a myNDSU event
- See your PeopleSoft number, budget classification
- Upload documents, i.e. meeting minutes and transition documents



How can I get a myNDSU page for my department?

https://ndstate.co1.qualtrics.com/jfe/form/SV_3WowcRaAQeQWxMx

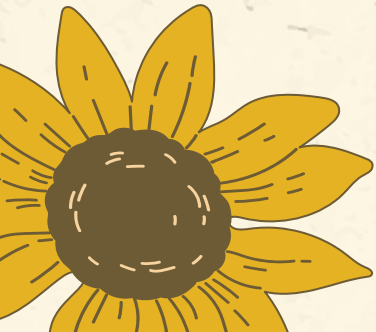


Allow 2-3 business days for the page to be created.



Event Planning Tips and Tricks

- Plan early and be flexible
- Communicate with Event Services as may be necessary
- Ask questions
- Complete all necessary forms
- Advertise on multiple platforms
- Remember all events are successful in the eyes of participants



Event Services

- [Campus Reservations](#)
- [NDSU Catering](#)
- [Facilities Use Agreement](#)
- [Facilities Use Guidelines](#)

Campus Events Planning Calendar

- [Campus Events Planning Calendar in Outlook](#)
- [Instructions/More Information](#)
- [Event Planning Teams Site](#)

myNDSU

- [myNDSU](#)
- [Knowledgebase myNDSU](#)

Resources



Thank you for attending!

Contact us with for further questions or discussion.



**CeCe
Rohwedden**

Assistant to the VP of IT
cece.rohwedder@ndsu.edu



**Melissa
Lamp**

Assistant to the Provost
melissa.lamp@ndsu.edu



**Robert
Jones**

Assistant Director for
Leadership Development
robert.t.jones@ndsu.edu



Megan Hubbard

Director of MU Operations
megan.hubbard@ndsu.edu