

After Dark Event Simulation Training

Event Run Down:

Events typically occur in a similar fashion.

We start setting up between 6 and 6:30 (after we eat a team dinner).

Usually our events are in the pub, so we start by:

- Laying out tablecloths
- Decorating the pillars
- Adding centerpieces to tables
- Setting up the photo booth
- Putting candy literally everywhere
- Organizing prizes
- Setting up DIYs (maybe making an example)

By 7:45, everything should be set up and we should gather for a quick team pep talk!!

Once 8:00pm comes, we will start rotating through the stations as per the duty schedule. These rotations will occur every half an hour. You will typically have a new buddy at each station. At one point, you should be "OFF" which means that you can hang out and enjoy the event as a spectator. This does not mean that you can or should leave the event, but instead engage with students (or dogs we love dogs).

After the event, at 11pm, we start cleaning up. Every decoration must be taken down and put back in its listed bin. Everything will then go back to its home in the SAC.

The Monday after our meeting we will debrief the event and determine pros and cons.



Event Simulation:

It's three weeks before the event day and we need to start culminating an event that will attract Ithaca College students of all years and identities. You come to our Monday night meeting at 8PM in the Cayuga Lake Room and start with an icebreaker about our interests or our day.

We all look forward to Mondays because we get to see our favorite club members!!!!

After our icebreaker, we project the agenda on the board and you see that brainstorming event ideas pops up. In this, we come up with event themes and then possible names. The events are always from 8-11PM on Friday or Saturday nights (with a call time around 6 in the SAC) and we put them on start to finish. Everyone is required to be there the whole time. Please list three possible event themes:

- 1.
- 2.
- 3.

Turn to the person next to you, introduce yourself if you haven't already, and talk through your ideas. Between the six events, circle your favorite one.

We will go around the room and share the event theme that you decided on. Once all ideas are shared we will vote on the one we want to work on.

New Event Theme: _____

Together, let's brainstorm name ideas. Shout them out and we'll write them on the board.

New Event Name: _____

Next, we will brainstorm together some ideas for how the event will run (ie: color scheme, prizes, decorations, activities). The event planners will decide on their favorite ideas later and put them into practice.

Once we have these basic details of the event, you will then split off into your groups. Your Vice Executive(s) will lead you through how your team meetings will work.

Marketing can start putting together posters, bulletin board materials, social media campaigns, and other marketing materials. In their meeting, they will go over the typical marketing schedule and due dates.

Meanwhile, the events team will start working on sheets outlining:

- Decorations
- Prizes
- Food
- Activities/DIYs

*Other things to go over: locating inventory, finding catering options, acceptable budgets for decorations and activities

After everything is organized, the teams will share with the rest of the group and offer suggestions for changes. Make sure that your suggestions come across as kind and constructive. Treat your friend's ideas the way you want your ideas treated.

Let's share!

Meg and Matt throw curve balls and discuss alternatives

Thanks for being our friends!!