

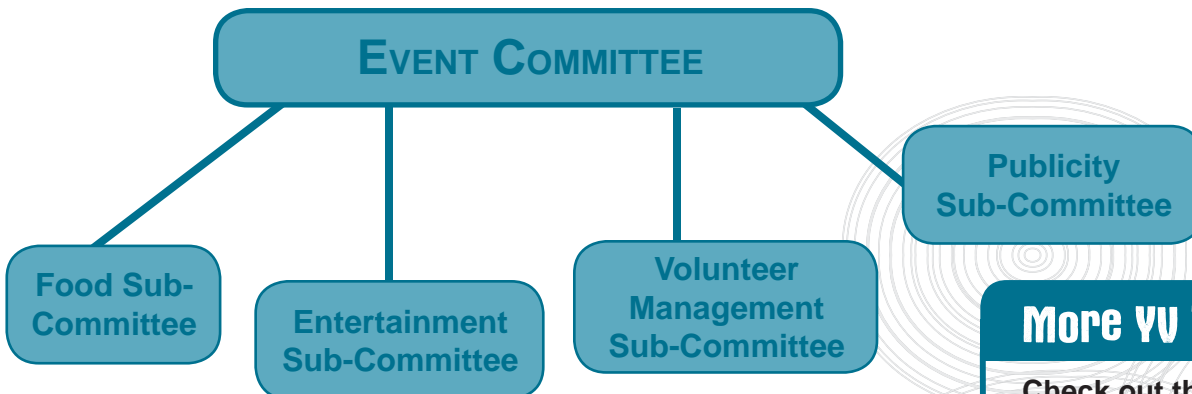
# Event Planning

## Event Planning Committees

Organizations form committees to achieve specific goals. For example, committees are often formed to plan events. Using committees during the event planning process can help the planning process run smoothly.

- Your Venture Team may want to vote on a chairperson for the event. The chairperson is responsible for creating an **event committee** for the event.
- The event committee is responsible for delegating responsibilities and making sure proper steps are made on time.
- The event committee may want to create **sub-committees**, groups of people that are in charge of planning specific parts of an event. Examples of sub-committees include: food committee, entertainment committee, publicity committee, and volunteer management committee.
- Each sub-committee is responsible for planning, logistics, and directing activities the day of the event for their focus area. Whatever sub-committees your event committee decides to form, make sure that each sub-committee has clear goals and a set timeline.
- Each sub-committee should help evaluate the event when it is over. The committee members should summarize what worked well and what didn't work well. Their suggestions could greatly help next year's sub-committee.

Creating an event committee and sub-committees can help to distribute the responsibility of the event and can help your team invite ideas from more people.



### More YV Tip Sheets

Check out these additional YV Tip Sheets:

- [Running a Meeting](#)
- [Event Planning Basics](#)
- [Event Checklist](#)
- [Team Roles](#)