



## Planning a Successful Program

1. Once you've got an idea for a topic/speaker, think about your audience.
2. Decide a place (based on audience size), date (what other events are happening on campus?) & time (4pm or 7 pm are usually good times because most students are done with classes).
3. Book a room:  
[http://r25.lehigh.edu/wv3a/wv3\\_servlet/urd/run/WV\\_SPACE.DayList?evdt=0,spfilter=49715,lbdviewmode=grid](http://r25.lehigh.edu/wv3a/wv3_servlet/urd/run/WV_SPACE.DayList?evdt=0,spfilter=49715,lbdviewmode=grid)  
For the GU Lounge: ([http://www.lehigh.edu/~inglobal/lounge\\_reservations.html](http://www.lehigh.edu/~inglobal/lounge_reservations.html))
4. Think about food: Do you want to serve food? What kind? Where will you be getting it from? **Note: Due to Lehigh regulations you may not cook food at home and serve it at a University event.**
5. Think about decorations, music, and any other materials you will need. If you are serving food, make sure you have plates, napkins, etc.
6. Fill out the GU event planning form on the Global Union Hub site **at least 2 weeks before the event.** (<https://lehigh.collegiatelink.net/form/start/4234>)  
Access from my.lehigh.edu, log in, then click on "The Hub" in the upper right-hand corner. Go to the Global Union page, and click on the forms link on the left. The Global Union Executive Board will review your request, and will get back to you. If you need help, contact GU GA Kristina Eady ([kre211@lehigh.edu](mailto:kre211@lehigh.edu)) or GU Director Bill Hunter ([wdh3@lehigh.edu](mailto:wdh3@lehigh.edu)).
7. Advertise: see the document on the GU homepage called "A Marketing Guide for Global Union Events 2012-13" for help
8. Invite interested parties from Lehigh and the surrounding community. If you need ideas about local Lehigh Valley organizations that might be interested in your event, contact Bill or Mariam.
9. After the event, send thank-you notes to anyone who spoke or helped out.