IMPORTANT ASSETS

A GUIDE TO MAKING YOUR EVENT STAND OUT FROM THE REST

Julie Morrison, Director of University Events, La Salle University

morrisonj@lasalle.edu – 215-951-1837

SIGNAGE

MAKE GUESTS FEEL WELCOME

SIGNAGE

NEVER LET PEOPLE ASK “WHERE ARE WE”

SIGNAGE

EVERYWHERE AND ANYWHERE

INEXPENSIVE EVENT ADDITIONS

YOUNG EXPLORERS - KIDS T-SHIRTS

T-SHIRT GIVEAWAY

CANNED FOOD DONATION

FUN FOR THE KIDS

MOON BOUNCE

BUILD-A-BEAR AND FACE PAINTING

MAKE YOUR OWN EXPLORER BEAR

ROLLABANA'S

GREAT GIVEAWAYS

VEGAS NIGHT

GAMES AND DECOR

VEGAS NIGHT

GREAT PHOTO OPPORTUNITY

THE CANDY BAR

CHANGES WITH THEME AND DECOR

THE CANDY BAR

BLUE AND GOLD

VOLUTEERS EVERYWHERE

Make your team stand out. Can you find the Events person in this photo?

PEOPLE MAKE IT POSSIBLE

STUDENT VOLUNTEERS

PEOPLE MAKE IT POSSIBLE

STUDENT VOLUNTEERS

PEOPLE MAKE IT POSSIBLE

THE EVENTS TEAM

BALLOONS

TOWERS WITH IMPRINTED TOPPERS

FUN WITH BALLOONS

GREAT WAY TO FILL A LARGE SPACE

FUN THEME IDEAS

VEGAS NIGHT

BEAUTY IN SIMPLICITY

USING FLOWERS WISELY

MAKE USE OF ITEMS YOU HAVE

GERBER DAISIES EVERYWHERE

MAKE USE OF WHAT YOU HAVE

ATHLETIC EVENT

RECYCLING FLORAL CONTAINERS

YOU CAN STILL HAVE FLOWERS

FLORALS

USING A MAIN FOCAL POINT

CANDLES – IMPORTANT ADDITION

COLORED TEALIGHTS

USING A RUNNER

ADDS A SPLASH OF COLOR

EVENT SPACES

A FEW DIFFERENT COLOR CHANGES – A COMPLETELY DIFFERENT LOOK

SPENDING THE EXTRA $

ALUMNI AWARDS DINNER

SPENDING THE EXTRA $

ALUMNI AWARDS DINNER

SPENDING THE EXTRA $

ATHLETIC HALL OF FAME

INDOOR - COMMENCEMENT

ALWAYS BE PREPARED FOR THE UNEXPECTED

INDOOR COMMENCEMENT

GYMNASIUM

INDOOR COMMENCEMENT

PLAN B – KNOW IT – INSIDE AND OUT

Julie's Top 10 Event Tips

- Lists are your friend.
- Never assume anything. Always ask.
- Beer and wine is ok. No bar – not ok.
- The little things matter…
- Vendors are crucial to your success.
- Students, volunteers – treat them well.
- Change scares people….go for it.
- Paper napkins, cups, are only acceptable for picnics.
- Security, food services and physical plant – know them well.

Julie's #1 Events Tip

Never try to give up coffee during "event season"!

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