



CAMPUS EVENT MANAGEMENT GUIDLINE AND PROCEDUERS.

A HELPFUL GUIDE FOR EVENT PLANNING.

Successful events are well planned with thorough attention given to every detail. Preparation is the key to your event's success!

Venue Booking

To reserve a space for a meeting or an event, there are scheduling procedures as following:

- All requests for Events/meeting by Schools, Deanships or Departments must be submitted through the **reservation venue system**.
- All requests for venues use must be submitted online via venue reservation system **at least 1 WEEK** in advance and you must receive a confirmation email of your request before using the venue.

Venues cannot be reserved by calling the Scheduling Coordinator!

Event Planning

1. Once you have received the president approval confirmation for your event, please complete the **Event pre-checklist form**: [Microsoft Forms](#).

- The pre-checklist webpage is a helpful resource designed to provide the information you need to plan your event.
- We recommend at least one-week notice for a meeting, and at least two-week notice for an event that requires set up.

Contact the Event Coordinator at event.management@qju.edu.jo for assistance with set up plans, room diagrams and event planning.

2. Organizing an event is only the beginning; evaluating its outcomes and impact is equally crucial. Please complete the **post-event evaluation form**: [Microsoft Forms](#).

- Post-evaluation aims to assess the event's impact, participant satisfaction, and whether the desired goals were achieved.
- By conducting a thorough evaluation, event organizers can gain valuable insights into strengths, weaknesses, and areas requiring improvement, ultimately enhancing future events.