

Chapter Event Checklist

Printable Form

Chapter Name _____

Event _____

- Location rental fee
- inside
- rain plan if outside
- permit needed?
- tent needed?
- restroom facilities available?
- Seating (what kind and how much)
- Tables
- size and how many needed
- clothed and skirted
- Head table / reserved table?
- Parking if applicable
- Confirm food menu and service, (form of payment _____)
- Entertainment confirmed if applicable, (form of payment _____)
- Podium and microphone
- Consider the podium and audience arrangement, set up so if guests need to leave room it doesn't disturb speaker
- Chapter banner or flag to be hung
- Other audiovisual needs
- Electrical outlets
- Air-conditioning / heating (pleasant temperature)
- Registration
- sign in table / sign in forms
- greeters / treasurer / cash for change
- nametags, membership list and forms, pens, tape, scissors
- doorprize or raffle tickets if needed
- program or handouts
- Doorprize or raffle procedure and volunteers to help
- Agenda for presenters if there is no printed program
- Information to introduce speakers, recognize special guests and outline for your comments

(keep comments positive, refrain from negative comments regarding chapter or attendance unless appropriate)

- ___ Officers know when and what to report on (scholarships, student recruitment, upcoming or recent events, treasurer's report)
- ___ Recognize any special donations or help from community or specific persons
- ___ If presenting awards - certificates, plaques, a script, someone to take pictures or assist if needed
- ___ Gift for speaker or speaker's fee check placed in a nice card (if appropriate for situation, consult Chapter Development Office with questions or help, standard fee is \$150, some speakers not employed by UA may charge more)

Promotion of Event

- ___ Brochure/flyer/postcard done 5 to 6 weeks prior
- ___ mailed by chapter or alumni office
- ___ Mailed to all good address list / national actives only / potential students & their parents
- ___ included local members or other special guests
- ___ Email notice to all email addresses in NAA database and chapter database (all Alumni Office for NAA list)
- ___ Press release, radio, TV, Alumni Magazine, Alumni and Chapter WebPages, other advertising
- ___ Contacted district or regional vice president
- ___ Calling committee called all local members
- ___ Alumni Calling Center called / send in script with details if using this service - contact Chapter Development Office well in advance if you want this service, may not always be possible
- ___ Contacted other community organizations about chapter event