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