

## Introduction

### Purpose of this checklist

The purpose of this checklist is to provide the Chapter Leader(s) with guidelines for preparing for an event.

### Summary of event

Complete the following table to summarize the event:

Event Specifics	Hints	Complete this column
Chapter holding the event	<i>May be geographic, graduation year or decade, interests, major</i>	
Chapter Leader(s)	<i>Often an Alumni</i>	
Chapter Committee Members		
Contact person at MVNU	<i>Should be someone from Alumni Office</i>	
Date of event	<i>Add once determined</i>	
Location of event	<i>Add once determined</i>	

### Included within this checklist

The following tasks to be completed are included within this checklist:

- ◆ [Two \(2\) or more months](#) prior to the event
- ◆ [Six \(6\) weeks](#) prior to event
- ◆ [One \(1\) month](#) prior to event
- ◆ [Two \(2\) weeks](#) prior to event
- ◆ [One \(1\) week](#) prior to event
- ◆ [Day of event](#)
- ◆ [Post event](#)

### Two (2) or more months prior to event

**NOTE:** It is strongly recommended that events are scheduled *a minimum of two (2) months* prior to its date.

Task	By	Date started	Date completed	Additional Information
Contact the MVNU Alumni Office to discuss holding a Chapter event	Chapter Leader			
♦ Work with MVNU Alumni Office on scheduling the event's date and time	Chapter Leader			
Reserve Venue (facility, restaurant, etc.)	Leader or designee			
♦ Work with Venue regarding logistics (sound system, tables, chairs, etc.				
Define purpose, structure, etc. of event	Leader			
♦ Obtain input and direction from Alumni Office	Leader			
Generate list of Alumni for Chapter	Alumni Office			
Begin notifying Alumni of event ♦ Social media, email blasts, etc.	Leader and Alumni Office			
♦ Send out notifications to Alumni in Chapter, post on website, etc.	Alumni Office			
♦ Use social media to notify of event	Leader or designee			
Compile RSVP's	Alumni Office			

*See next page for more tasks*

**Six (6) weeks prior to the event**

<b>Task</b>	<b>By</b>	<b>Date started</b>	<b>Date completed</b>	<b>Additional Information</b>
Continue notifications of event ♦ Social media, email blasts, etc.	Leader			
♦ Continue using various medias to notify of the event	Alumni Office			
Request status from Alumni Office on RSVP's	Leader or designee			
Firm up refreshments (food, snacks, desserts, drinks, etc.) ♦ Considering dietary needs	Leader			
Create agenda for event ♦ Obtain input from Alumni Office	Leader or designee			
Validate MVNU Rep is available, or Leader can emcee, as needed	Leader			

*See next page for more tasks*

### One (1) month prior to event

Task	By	Date started	Date completed	Additional Information
Work with Alumni Office to determine MVNU giveaways	Leader or designee			
Determine <b>refreshment supply needs</b> (napkins, plates, silverware, etc.) ♦ RSVP's will impact amounts	Leader or designee			
Determine activities during event (games, trivia, prizes, children's activities, etc.)	Leader, Alumni Office			
Continue notifications of event ♦ Social media, email blasts, etc.	Leader			
♦ Continue using various medias to notify of the event	Alumni Office			
Determine if there are any <b>signage</b> needs (directing Alumni to event)	Leader			
Coordinate with Alumni Office for <b>name tags and markers</b> ♦ Will MVNU provide or do they need purchased?	Leader			
Create list of purchase needs ♦ <b>EXAMPLES:</b> food, refreshment supplies, decorations, name tags	Leader or designee			

*See next page for more tasks*



**Two (2) weeks prior to event**

<b>Task</b>	<b>By</b>	<b>Date started</b>	<b>Date completed</b>	<b>Additional Information</b>
Purchase decorations and needed supplies for event ♦ Blue and green colors	Leader or designee			
Request status from Alumni Office on RSVP's ♦ REMINDER: this will impact needed amount of food, supplies, etc.	Leader or designee			
Confirm with Venue regarding logistics (sound system, tables, chairs, etc.)	Leader or designee			
Coordinate with Alumni Office for anything MVNU is providing (giveaways, contact cards, etc.)	Leader			
Request status from Alumni Office on RSVP's	Leader or designee			
Identify Greeters and Helpers (set-up and clean-up) for event	Leader			

*See next page for more tasks*

**One (1) week prior to event**

<b>Task</b>	<b>By</b>	<b>Date started</b>	<b>Date completed</b>	<b>Additional Information</b>
Finalize agenda ♦ Obtain assistance from Alumni Office, if needed	Leader			
Request status from Alumni Office on RSVP's	Leader or designee			
♦ Update shopping and food needs based on RSVP's	Leader or designee			
Finalize how much help at event (Greeters, set-up, clean-up)	Leader			
Order or purchase food	Leader			
Advise Helpers when to arrive before the event	Leader			
Finalize signage, games, trivia, etc.	Leader			
Confirm with MVNU what is being provided	Leader			

*See next page for more tasks*

**Day of event**

Task	By	Date started	Date completed	Additional Information
Purchase any final items (i.e., food that couldn't be obtained ahead of time)	Leader or designee			
♦ Confirm delivery of any food, if applicable (i.e., pizza order)	Leader or designee			
Arrive at Venue Helpers and set-up	Leader, Helpers			
Greet Alumni as they arrive	Leader, Helpers			
Hold event	All			
♦ Identify number of attendees	Leader or designee			
Clean up	Leader, Helpers			

**Post event**

Task	By	Date started	Date completed	Additional Information
Evaluate what went well, areas of improvement	Leader			
Thank Helpers	Leader			
Provide Alumni Office input on event, including specifics (number of attendees, etc.)	Leader or designee			
Submit receipts to Alumni Office for purchases	Leader			
Begin to plan next event				

Thanks for all your hard work to make this event a success!!