

CALENDAR PLANNING CHECKLIST

Every chapter/provisional chapter should be calendar planning at least one semester/term in advance. It is recommended that groups utilize Google Calendar or myAlphaSig to share the calendar with all members. Below is an outline of events that should be scheduled on the calendar:

FALL SEMESTER

- Prudential Board Retreat
- Recruitment Training
- All Recruitment Events (both formal and informal)
- Local Dues Payment Dates
- Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)
- Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)
- Pinnacle Week
- Scene 5 of Initiation
- Chapter Meetings
- Prudential Board Meetings
- Committee Meetings
- New Member Meetings
- Fall Break (if applicable)
- Brotherhood Events
- Alpha Sig Everywhere Event
- Overnight Brotherhood Event
- Philanthropy Week (Signature Events)
- Philanthropy Events (at least 1 per semester/term)
- Service Events (at least 2 per semester/term)
- Social Events (at least 1 per month)
- Greek Week (if applicable)
- Parents/Family Event (at least 1 per year)
- Sig Bust/Alumni Event (at least 1 per year)
- Homecoming
- Fundraising Events (at least 1 per month)
- Standards Board Meetings
- Monthly Officer Trainings
- Intramurals
- Chapter Planning Retreat
- Calendar Planning Retreat
- Black Lantern Processional
- Founders Day Event
- Exam Week

SPRING SEMESTER

- Recruitment Training
- All Recruitment Events (both formal and informal)
- Local Dues Payment Dates
- Prudential Board Meetings
- Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)
- Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)
- Pinnacle Week
- Scene 5 of Initiation
- Chapter Meetings
- New Member Meetings
- Spring Break (if applicable)
- Committee Meetings
- Brotherhood Events
- Philanthropy Week (Signature Events)
- Philanthropy Events (at least 1 per semester/term)
- Service Events (at least 2 per semester/term)
- Social Events (at least 1 per month)
- Greek Week (if applicable)
- Parents/Family Event (at least 1 per year)
- Sig Bust/Alumni Event (at least 1 per year)
- Fundraising Events (at least 1 per month)
- Standards Board Meetings
- Monthly Officer Trainings
- Elevate/Grand Chapter
- Elections
- Officer Transitions
- Chapter Planning Retreat
- Calendar Planning Retreat
- Officer Installation Ceremony
- Black Lantern Processional
- Intramurals
- Exam Week

SUMMER

- Brotherhood events
- Recruitment events (formal & informal)
- Committee Meetings
- Prudential Board meetings
- Grand Chapter/Elevate

