



ALPHA SIGMA PHI

alphasig.org

## EVENT PLANNING CHECKLIST

Officer in charge \_\_\_\_\_

### BRAINSTORMING

- Will the event work?
- How many people are needed for the event to happen?
- Do we have the human & financial resources to make it happen?
- Do we need a commitment?

### BUDGETING

See sample budget planning sheet (page 2)

### SCHEDULING

Brother in charge \_\_\_\_\_

- Talk with the appropriate room reservation office
- What size room is needed?
- Is A/V equipment needed?
- What can you afford?
- Tentatively book a couple dates
- Call any vendors (if applicable) and schedule a date
- Call the reservation office back to confirm your date
- Schedule a meeting to go over room setup and A/V
- Schedule the travel arrangements for vendors

### PERMITS (check with campus/community officials)

Brother in charge \_\_\_\_\_

- Food Permit
- Outdoor Space Permit
- Sound Permit
- Sanitation Permit
- Sales/Fundraising Permit
- Security scheduled

### GRANTS/FUNDRAISING

Brother in charge \_\_\_\_\_

- If applying for grants, were applications submitted by the deadline?
- Have you scheduled an appointment to meet with the grant committee?
- Will you be able to pay vendors up front?

### ADVERTISING

Brother in charge \_\_\_\_\_

- Postering
- Email (ListServs)
- Social Media
- Visit Chapters
- Chalking
- Other \_\_\_\_\_

### PURCHASING

Brother in charge \_\_\_\_\_

- Silverware/Plates/Napkins/Cups
- Decorations
- Vendor specific items
- Mechanism to accept payments
- Other

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### WEEK PRIOR

Brother in charge \_\_\_\_\_

- Call reservations and make sure details are secured
- Make sure all permits have been signed and are ready to be picked up
- Call vendor(s) and make sure travel arrangements are secured
- Assign event shifts for chapter members (set-up, during, take down)
- Create any programs or fliers needed at the event

### DAY OF EVENT

Brother in charge \_\_\_\_\_

- Arrive early for event set-up
- Meet vendors and assist with set-up
- Assign greeters
- Clean up after event

### AFTER THE EVENT

Brother in charge \_\_\_\_\_

- Send thank you notes to any vendors and volunteers
- Pay all remaining bills
- Meet with planning committee to evaluate the event

**ANTICIPATED EXPENSES**

Facilities Rental \$ \_\_\_\_\_  
Food \$ \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Advertising \$ \_\_\_\_\_  
Vendor Fees \$ \_\_\_\_\_  
Supplies \$ \_\_\_\_\_  
A/V Support \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
Security \$ \_\_\_\_\_  
Permits \$ \_\_\_\_\_  
Registration Fees \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

**ANTICIPATED INCOME**

Admission Fees \$ \_\_\_\_\_  
Co-Sponsors (list below)  
  
Anticipated Grants \$ \_\_\_\_\_  
Other Income \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

