This checklist is designed to allow you to successfully plan events and track your progress. Each checklist is intended to be used for one event. It includes multiple areas and assignments in which are typical of planning a successful Greek event. Not all categories may be necessary and some may need to be added but this should be used as an outline.

EVENT TITLE:	 	
DATE AND TIME:	 	
LOCATION:	 	
COORDINATOR(S):	 	

Description	Lead	Notes	Completed
Scheduling			
Select a date and time			
Schedule room or venue *Estimated Attendance			
Create event layout and design Consider the following: Number of chairs Number of tables Stage Podium Av Equipment Projector Music (DJ, playlist)			
Fill out off campus event notification form (Orgsync)			
Announce event date and time to all chapter delegates (4 weeks prior)			
If mandatory event, set minimum attendance requirement (Via delegate vote)			
Form committee			

event Budgeting Review budget with treasurer Establish a budget if none exists. Make an estimate of expenses Image: Comparison of the expenses File CAB funding request form Image: Comparison of the expenses File CAB funding request form Image: Comparison of the expenses File CAB board Image: Comparison of the expenses Present to CAB board Image: Comparison of the expenses Risk Management Image: Comparison of the expenses Iter security Image: Comparison of the expenses Apply for single event insurance Image: Comparison of the expension of the expensio			
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Purchase wrist bands	Hire security		
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(Contact ASI graphics- 4 weeks prior to event) Post posters Post posters Submit request for display case	Create or have flyers, posters and social		
Post posters	media flyers designed		
Submit request for display case			
	Post posters		
Design display case	Submit request for display case		
	Design display case		

Submit request for TV monitors		
Submit job request for printed materials (Contact CSUSB Printing Services)		
Order marketing/ promotional items		
Create T-shirt design		
Purchase T-shirts		
Create a tabling schedule		
Logistics		
Guest list		
Check in supplies or papers		
Create agenda		
Create script		
Create PowerPoint		
Design program		
Items needed for event purchased		
Role assignment of those involved		
Set up crew		
Clean up crewCheck-in table		
Parking lot clearance		
(2 weeks prior)		
Purchase door prizes and raffles		
Directional signage		
Coordinate payments for any vendors		
needing payment day of event Decorations		
Shopping list		
Table clothes		
Centerpieces		
Balloons		
Banners		
Lighting		

Food		
Order food from Sodexo		
Sodexo sign off on outside food		
Purchase food and drinks		
Fill out EHS Food sales/service on campus form (ehs.csusb.edu)		
Purchase napkins, plates, cups, silverware, gloves		
Containers to keep drinks cold		
Ice		
Speakers/ Presenters		
Find a speaker or presenter		
Obtain contract (Consult Greek advisor prior to any contract being signed)		
Request/ purchase parking permits for off-campus guests		
After the event		
Create itemized expense report		
Complete all reimbursement requests and submit all receipts		
Complete Event Report Summary		
Send thank you notes		
All reimbursement paid		
All contracts paid		
Invoice for event space paid		
Additional Tasks		