

Fraternity & Sorority Event Planning Checklist

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
<i>Scheduling</i>			
Select a date and time			
Schedule room or venue *Estimated Attendance _____			
Create event layout and design Consider the following: <ul style="list-style-type: none"> • 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			

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Schedule committee meetings up till the event			
<i>Budgeting</i>			
Review budget with treasurer			
Establish a budget if none exists.			
Make an estimate of expenses			
File CAB funding request form (1 month prior)			
Present to CAB board (3 weeks prior to event)			
<i>Risk Management</i> <i>(Refer to FIPG for protocols)</i>			
Hire security			
Apply for single event insurance			
Purchase wrist bands			
Review vendor licenses and insurance			
Plan for entrance and exit capability			
Are you providing/arranging transportation? <ul style="list-style-type: none"> • Get a quote • Book transportation • Organize Designated Drivers 			
Wavier forms (Consult Greek Advisor)			
<i>Marketing</i>			
Create a marketing plan <ul style="list-style-type: none"> • How will you promote this event • Who is in charge of promotion • When will you start promoting 			
Create or have flyers, posters and social media flyers designed (Contact ASI graphics- 4 weeks prior to event)			
Post posters			
Submit request for display case			
Design display case			

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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			
<i>Logistics</i>			
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 <ul style="list-style-type: none"> • Set up crew • Clean up crew • Check-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			
<i>Decorations</i>			
Shopping list			
Table clothes			
Centerpieces			
Balloons			
Banners			
Lighting			

