

# EVENT PLANNING CHECKLIST

## ALPHA SIGMA PHI FRATERNITY

Use this basic checklist to assist your chapter in planning a successful event. Keep in mind there may be more specific details for your event, so use this checklist as a general guide.

If you have an additional questions regarding event planning, please contact Alpha Sigma Phi Headquarters.

Name of Event \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Event Purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### BRAINSTORMING

- ☐ Will the event work?
- ☐ How many people are needed for the event to happen?
- ☐ Do we have the resources to make it happen?

### BUDGETING

See sample budget planning sheet (attached)

### SCHEDULING

Officer 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 set-up and A/V needs
- ☐ Schedule the travel arrangements for vendors (if necessary)

**PERMITS** (check with campus/community officials to determine any permits you may need)

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

- ☐ Food Permit completed
- ☐ Outdoor Space Permit completed
- ☐ Alcohol Permit completed
- ☐ Sound Permit completed
- ☐ Sanitation Permit completed
- ☐ Sales/fundraising Permit completed
- ☐ Security scheduled

### GRANTS/FUNDRAISING

Officer 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

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

- ☐ Postering
- ☐ Email (ListServes)
- ☐ Chalking
- ☐ Other \_\_\_\_\_

### PURCHASING

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

#### ■ Supplies needed for event:

- ☐ Silverware
- ☐ Plates
- ☐ Napkins
- ☐ Cups
- ☐ Decorations
- ☐ Cashbox
- ☐ Vendor specific items
- ☐ Other \_\_\_\_\_

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■ \_\_\_\_\_  
■ \_\_\_\_\_



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## ALPHA SIGMA PHI FRATERNITY

### WEEK PRIOR

Officer 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

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

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

### AFTER THE EVENT

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

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



# EVENT PLANNING BUDGET WORKSHEET

## ALPHA SIGMA PHI FRATERNITY

### 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 Income \_\_\_\_\_

Other Income \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

