

Events Checklist

Are you forgetting anything? The Events Checklist includes tips and timelines to help guide you through the event planning process.

Before the Event:

6-8 weeks prior:

- Decide what types of events work best for you chapter
- Decide what types of communication is needed for the event: direct mailer, email, or social media
- Choose a date and time for the event, being sure to avoid conflict with other local activities and religious calendar events
- Decide on the venue for the event
- Submit Chapter Event Request Form, found at www.usdalumni.org/alumni-chapters

4 weeks prior:

- Delegate tasks for each member to take on before and during the event
- Decide if an RSVP is necessary for the event
- Determine food and drinks for the event
- Decide what assistance is needed from the USD Alumni Association, such as decorating assistance

2 weeks prior:

- Determine if special equipment will be needed, such as WiFi, audio, podium, or projector

1 week prior:

- Confirm all details, including food and drinks, with the event location
- Test any equipment before the event to avoid technical difficulties

1 day prior:

- Reconfirm all details again with the event location
- Create a list of members who will be able to attend the event
- Prepare enough Event Attendance Forms, found at www.usdalumni.org/alumni-chapters

During the Event:

- Arrive at the event location one hour early
- Arrange any clean up assistance following the event, if needed

After the Event:

- Send a copy of the Event Attendance Form to your USD Alumni Association contact
- Send a brief overview of how the event went and how it was received to your USD Alumni Association contact
- Send any photos of the event to your USD Alumni Association contact