

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

- _____
- _____
- _____



EVENT PLANNING CHECKLIST

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 \$ _____

