

EVENT PLANNING GUIDELINES

3-6 months



Establish a budget

How will you promote the event

Assign tasks to chapter members

Register Event

Reserve room/venue

1-2 months



Design Flyers

Promote Event on social media/around campus

Invite People to the event

Check progress on assigned tasks

Review Budget

Contact Speakers if applicable

Review Menu if applicable

2 weeks

Final marketing push

Finalize event program

Meet with chapter members to finalize incomplete tasks

Follow-up with catering if applicable



1 week

Confirm speakers if applicable

Finalize order of events

Ensure all assigned tasks are completed

2 days after

Review final guest count

Review final budget spent

Write thank you cards

Discuss highs/low of event/improvements for next time



Day of



Meet with Chapter Members to brief everyone on days events

Review timeline of the day