

Chapter event preparation sheet

General

Date of event:

Time: -

Name of event:

Volunteer coordinating event:

Phone:

Email:

Specifics

Date arranged space:

Confirm no conflicts with Reed events or holidays:

Venue:

Address:

Venue contact:

Website:

Phone:

After business hours number:

Estimated number of people:

Maximum number of attendees possible:

Room set up notes:

Parking:

Directions:

Written confirmation received on _____

- Call venue & caterer 48 hours before event to confirm count and details

Deposit required (circle yes or no)?

Y How much \$

Date sent:

Final payment due:

If check needed from Alumni Relations, requested on _____

N

Food

Caterer:

Address:

Catering contact:

Phone:

Website:

Menu:

Event to be promoted via (circle one)?

Email

Newsletter

Invitation

Who will be invited

How many

Em reminder on

- Please email copy for promotion to Alumni Relations no less than six weeks before the event.

Registration

Will there be RSVPs? (circle one)

To alumni relations

To the chapter

Contact name:

Phone:

Email:

Payment necessary for participation? Y / N

How much?

To whom?

By when?

Are guests welcome?

Y / N

Are children welcome? Y / N

Will you need nametags?

Y

N

Will you need a sign-in list?

Y

N

Please write comments for future events on the back of this sheet.