



# PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

## EVENT CHECKLIST

### Venue

- Room Reservation
- Room Set Up
- AV Needs/Speakers
- Permits/City Regulations

### Budget

- Approved by Treasurer
- CrowdChange/Fundraising Goal

### Committee

- Event Logistics Coordinator
- T Shirt Sales/Licensing Coordinator
- Donations Coordinator
- Sponsorship Coordinator
- Publicity Coordinator
- Thank You Coordinator

### Day of Volunteers

- Greeters
- Sign In/Registration
- MC/Host
- Set Up/Tear Down

### Marketing

- Timeline
- Campus Tabling
- Posters/Flyers
- Residence Life
- Campus Wide Email

- Newspaper, Radio both Campus and Local
- Council Meeting/Open Announcement
- Targeted Audience
- Street Teams for Area Establishments
- Social Media (Instagram, Snapchat, Facebook, etc.)

### Collaborators

- Public Safety
- Campus Departments
- Student Government
- Athletics
- Student Organizations

### Food

- Catered or Donated
- How much, both # and \$

### Co Sponsor

- Meeting with Co Sponsor
- Verify who is in charge of what, specifically

### After the Event

- Thank You Notes
- Wrap Up Meeting
- Share Final Numbers with USO and IHQ