Event Checklist

**Before Your Event**

- Present event idea to board of directors for approval (can be done via email)
- Budget for event must be approved by Board of Directors
- Work with Chapter Vice President to determine if this event will qualify for Chapter Financing
- Inform UAAA Consultant/Liaison of Event: [http://alumni.arizona.edu/content/event-calendar-submission-form](http://alumni.arizona.edu/content/event-calendar-submission-form)
- Order Supplies: [http://alumni.arizona.edu/alumni_groups/affiliate_supply_order_form](http://alumni.arizona.edu/alumni_groups/affiliate_supply_order_form)
  (Note: You cannot purchase raffle items. You must speak to the chapter president and treasurer before purchasing raffle items.)
- Use Name Tag Template (Print on Avery White Adhesive Name Badges (5395)): [http://alumni.arizona.edu/sites/default/files/UAAA-name-tag-template.docx](http://alumni.arizona.edu/sites/default/files/UAAA-name-tag-template.docx)
- Work with Chapter President and/or Chapter Secretary to update website, social media and eblast
- Work with Chapter Consultant/Liaison to create paid RSVP link or use Google Docs to create a non-payment RSVP link

**Day of Event**

- Print Final RSVP List
- Arrive early to set up decorations, welcome table, etc
- Sign in guests

Created by the SoCalCats – June 2013
- Collect payment (if applicable)
- Mix & mingle with guests
- Take pictures!
- Collect decorations at end of event (decorations should be recycled for future events)
- Have fun!

**After Event**

- Submit sign-in sheet to Chapter President and/or Chapter Secretary to update our mailing list with new names
- Submit pictures to Chapter President and/or Chapter Secretary to post on website & social media
- Submit Reimbursement Request (per our reimbursement guidelines)
- Submit any Deposits (per our deposit guidelines)
- Within 2 weeks, report on your event: [http://alumni.arizona.edu/content/alumni-chapters-program-event-reporting-form](http://alumni.arizona.edu/content/alumni-chapters-program-event-reporting-form)
- If event did qualify for chapter financing, follow-up with Chapter Vice President and Chapter Treasurer to make sure we did receive our funds