

Sigma Delta Tau

Event Planning Form

NOTE: This event planning form is a helpful resource for chapters to utilize when planning events. It is intended to be completed by Chapter Officers and reviewed by the Chapter Advisor prior to each planned chapter event. A copy of the completed form should be saved within Officer transition materials for reference when future, similar events are planned.

Event Planner Contact Information	
Chapter Name	
Chapter Officer's Name	
Chapter Officer's Position	
Chapter Officer's Email Address	
Chapter Officer's Phone Number	

Event Description	
Event Name	
Event Description	
Event Location	
Event Date	
Will alcohol be served?	
Is there a guest list?	
Is this event co-sponsored? If yes, include name(s) of partnering organizations.	

Anticipated Attendance	
Chapter Members	
Alumnae Members	
Non-SDT Students	
Non-University Guests	

Event Purpose
Why do you want to host this event? What will the chapter gain from it?



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Event History

Has this event occurred before? Any past feedback? Is this type of event typical to your campus?

Detailed Schedule

Outline a detailed itinerary, including transportation both ways.

Communication

How will this event be communicated to chapter members and guests, if applicable?

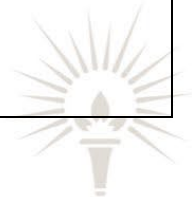
How will SDT expectations and policies be communicated to any co-sponsoring organizations?

Transportation

How will members get to the venue?	
Does this transportation plan comply with SDT policy?	
Where will members depart from/return to pre and post event?	
What time will transportation depart from/return pre and post event?	

Budget

Outline in detail the budget allocated for event costs including the venue rental, transportation, food, etc.



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Risk Management Plan

What factors were considered in choosing this event date/time? How will this event follow SDT policy? What risks are associated with the venue and/or transportation plan? How will members be educated on SDT policy and held accountable if policy is violated at this event? What proactive steps will you take prior to and during the event to ensure the safety of your members/guests?

Has your chapter facilitated the Policy Review Workshop and the Accountability Education Workshop this semester?

If your event involves personal risk to participants, have you edited the Participate Release Form found on the SDT website to be chapter/event specific? What is your plan for participants completing the waiver and where will you store them?

Emergency Plan

What is your plan to follow in the event of an emergency? Who will you contact and what steps will you take? How will members be educated on this plan?

