**EVENT CHECKLIST**

***General Details:***

Chapter:

Events Summary:

Date:

Time:

Location:

Number of people you expect:

Committee List:

***Invitations/Payment*:**

How do you plan to invite people to the event?

Mail: Email: Other:

Who is in charge of invitations:

Date of mailing/emailing:

How much is admission?

Will you have a silent auction or raffle?

* If yes, please provide name/address/value of donations for tax purposes.

How much will raffle tickets cost?

Will you accept payment at the door?

***Tax Information*:**

What is the value of goods and services per ticket (the non-tax-deductible portion of the ticket price)?

***Publicity***:

Who is in charge of the press release?

Date you would like information on the website by?

Who will be working on the message for the website?

Date you would like to send out email blasts?

Who will be working with national on the email blasts?

Will you have posters/flyers?

Who will be designing the posters/flyers?

Who will be distributing the posters/flyers?

***Recipients***:

* Nomination of recipient
* Fill out recipient nomination form
* Send recipient nomination form to national board for approval

***Event Budget:***

What is your goal for revenue?

What do you plan to spend on this event (expenses)?

* Put together budget with expected income/expenses

National can pay for things in advance with check or credit card.

Committee members can also purchase and request reimbursement. Send receipts and reimbursement form to national.

***Insurance***:

Will you need insurance?

Does venue hold insurance that covers event?

(National is currently looking at insurance that covers all of our events)

Will you need a liquor license?

If yes, who is in charge of getting license?

***Corporate Sponsors & In-kind donations***:

Will you be having corporate sponsors for this event?

Who is in charge of signage?

Are people attending on behalf of the sponsorship?

Are there special privileges designated to corporate sponsors?

***Thank you Protocol***:

Before an event:

* As soon as the event is active on the website, a short TY is produced to be used as an auto response for online registration/donations.

After an event:

* Once an event is finished, a Thank you/tax letter is written. National does a mail merge with all donors, registrants, and sponsors and mails out letters.

***Close out:***

* Bills/reimbursement requests must be sent to national within 2 weeks of event
* Checks should be requested from national for recipients. Recipients are typically not directly paid. Whenever possible, payment should go to paying a bill to some bank/institution.
* Profit/loss sheet to be compiled by national employee and cross checked with quickbooks information from bookkeeper.
* Send photos to national within 2 weeks for website, social media, etc.