Yearly Event Planner

Event #1
Name of Event: ___________________________________________________
Tentative/Planned Dates: 1) __________ 2) __________ 3) __________
Tentative/Planned Location: ___________________________________________
Brief Description of the purpose for the event: ____________________________
____________________________________________________________________
Who do you plan to invite?
☐ All Chapter Members ☐ Young Alumni
☐ Prospective students & family ☐ Members w/ children
☐ Other
____________________________________________________________________
How will you advertise/market the event? (You may select more than one)
☐ Email ☐ Social Media
☐ Flyers ☐ Radio and/or Television
☐ Other
____________________________________________________________________
Will there be a cost to attend? YES / NO  Amount: __________
Will raffle tickets be sold? YES / NO  Amount & Prize(s) __________________

Event #2
Name of Event: ___________________________________________________
Tentative/Planned Dates: 1) __________ 2) __________ 3) __________
Tentative/Planned Location: ___________________________________________
Brief Description of the purpose for the event: ____________________________
____________________________________________________________________
Who do you plan to invite?

Last Updated: March 2020
All Chapter Members  Young Alumni
Prospective students & family Members w/ children
Other

How will you advertise/market the event? (You may select more than one)

Email  Social Media
Flyers  Radio and/or Television
Other

Will there be a cost to attend? YES / NO  Amount: ___________

Will raffle tickets be sold? YES / NO  Amount & Prize(s) ____________________

Event #3

Name of Event: ___________________________________________________

Tentative/Planned Dates: 1) ________ 2) ________ 3) ________

Tentative/Planned Location: _________________________________________

Brief Description of the purpose for the event: __________________________
____________________________________________________________________

Who do you plan to invite?

All Chapter Members  Young Alumni
Prospective students & family Members w/ children
Other

How will you advertise/market the event? (You may select more than one)

Email  Social Media
Flyers  Radio and/or Television
Other

Will there be a cost to attend? YES / NO  Amount: ___________

Will raffle tickets be sold? YES / NO  Amount & Prize(s) ____________________

Last Updated: March 2020