

Year [Out] Planning

Beginning of fiscal year (June 30, 20XX)

- coordinate the year's events
- decide what events are standard/regular meetings and what new programming your Chapter network would like to offer
- establish basic dates/generalized times for events
- establish goals and objectives for events

Planning ahead can ensure the right location, creative ideas, all marketing venues and less stress for all involved.

Your Chapter Network officers should plan the upcoming year's events at least one year ahead of schedule. Even if you do not have all logistical information secured, preparing a generalized outline of the events your Chapter network wishes to hold that year, will keep everyone on task.

Once specific events are agreed upon, your Chapter Network Leader or event coordinator should decide the goals and objectives the event will accomplish.

Goals to consider when planning the event range from attendance goals (in terms of number and diversity) and fundraising goals (if applicable).

Also think about your target audience. Are you only reaching a specified age, gender, major, professional group? Is this your purpose?

Considerations:

How do new ideas/programs fit into the year's offerings? How do they fit into the Alumni Association's 8 strategic initiatives? Can this event be used to reach out to new groups?

Keep the eight initiatives in mind when creating objectives for your event.

- Increase Ohio University's annual alumni giving percentage.
- Involve alumni in regional and business development initiatives
- Engage alumni in legislative advocacy initiatives on behalf of the University.
- Develop Lifelong Learning opportunities for alumni.
- Involve alumni in recruiting a more diverse pool of students, faculty and staff.
- Ensure the building of a new Ohio University Alumni Center.
- Enhance the quality of service to alumni.
- Develop a new Ohio University Alumni Association strategic plan.

Or is this an athletic; cultural; fundraising; networking, board meeting or social event?

Remember – a single program cannot be all things to all people. Refer to your Chapter’s Demographics in your Leader Handbook for additional programming ideas on types of events that specific age groups are most likely to attend, and what age groups reside in your area. Focus on your event goals and objectives and remember, success is in the details. Contact your Alumni Association at any point for assistance.

The following is a basic timeline for the event process submission. Items in the left column represent event coordination on the Chapter’s end and items in the right column represent the Alumni Associations services stemmed from those efforts and work.

CHAPTER NETWORK	OHIO UNIVERSITY ALUMNI ASSOCIATION
Contact Ohio University Alumni Association for assistance	
Send in Event Notification form	
	Receive E-confirmation of Marketing and Communication schedule
Review for accuracy or changes	
	(US) Publish, edit (or change from last year’s if repeat) marketing for outlets such as Ohio Today, regional newsletters, e-newsletters (quarterly and monthly) , listserv invitation, and press releases
Complete event evaluation form and send to the Ohio University Alumni Association	
Send thank you notes to speakers, guests	

Publicize the event with local media. Write and distribute a news release to local newspapers, radio, and TV. Send a photo of the speaker, if available, to newspapers along with the news release. Send press releases to local media.

[Event] Planning

The following information is a general guideline to help you plan your chapter network event. Addressing the details along the way helps ensure that your event will run smoothly and successfully – without any headaches on the big day.

*Depending upon the type of event, you may wish to make these arrangements 2-6 months ahead of the suggested timeline. If this is a large event, in terms of proposed attendance, or if special circumstances apply (such as the number of hotels in an area can become booked quickly) you will want to speak with your Alumni Association well in advance to secure marketing and communication for the event.

*Due to the nature of producing, editing, printing and mailing a marketing piece for an event, we require *A MINIMUM* of ten (10) weeks to complete invitations, newsletters, press releases, etc. As we work with other offices around the University and community for printing and mailing of such pieces, we must allow sufficient time in their schedules as well. If we have not received your Event Notification form in a timely manner and before specified deadlines, your event will not be marketed in outlets in which notification deadlines have passed.

* Send weekly registration updates to the Alumni Association

3 months before the event

- Choose type of event, decide on event goals and objectives, and choose event leadership.
- Select your theme.
- Research event location.
- Prepare and set your budget.
- Contact the Ohio University Alumni Association for assistance; send in the completed Event Notification form.
- Draft and confirm registration procedures.
- Create timeline for event.
- If requesting a university speaker, request a Speaker Request form from the Ohio University Alumni Association, complete and submit by mail or fax or email.
- Notify the Ohio University Alumni Association if you want labels for any chapter network produced invitations.
- Set dates for your pre-event committee meetings.
- Prepare announcement for alumni website, chapter network website and regional newsletters (with the help of the Marketing & Communication Department at Ohio University).

Ten weeks before the event

- Confirm your special speaker(s) and guest(s).
- Confirm the date and time for your facility and with its coordinator.
- Arrange for all necessary audio and visual equipment. Rent audio visual equipment, if applicable (will someone be there to help with equipment?)
- Create the invitation and develop the mailing list; if chapter network produced.

2 months before event/ Eight weeks before the event

- Choose time and date and reserve location. Determine the final cost and what is included, including deposits, tax, gratuity, and service charges.
- Determine what services (i.e. food and beverage, audio/visual, etc) are available and if any additional charges are assessed for those services.
- Determine if the food service will be in-house or if an outside caterer will be used. Select the menu (food and beverage).
- Secure sponsorship as needed.
- Assign contact person for RSVPs.
- Make food and drink arrangements.
- Arrange for photographer (if applicable).
- Ask chapter network web officer to post announcement on chapter network website.

Six weeks before the event

- Order necessary items (i.e. supplies, decorations, and giveaways) from the Alumni Association or Follett's.
- Follow-up on assignments from your checklist.
- Purchase or ask Alumni Association staff for any necessary gifts for speakers/guests.

Five weeks before the event

- Distribute the invitations, if chapter network produced.

1 month before event/ Four weeks before the event

- Prepare the agenda and distribute it to all speakers and key participants.
- Arrange adequate staffing. Appoint chapter or society members to handle registration and greetings. Appoint a member to coordinate media coverage at the event.
- Check in with volunteers.
- Develop duty roster for event (Make assignments for the responsibilities on your event checklist).
- Recruit and train volunteers as needed.
- Coordinate menu, parking, etc. with the event venue coordinator.

Three weeks before the event

- Verify receipt of items from the Alumni Association or Follett's.
- Finalize travel arrangements for any guests from campus.

Two weeks before the event

- Call chapter or society members, board members, and special guests who have not responded.
- Give venue coordinator a list of requirements.
- Draft speeches or scripts.
- Purchase decorations, gifts, awards or certificates, etc. if needed.
- Confirm your speakers(s) and guest(s) and their transportation needs.

One week before the event

- Tally the reservations and provide the final number to the caterer and to Ohio University Alumni Association.
- Confirm the room set-up, staffing, menu, and audio visual equipment.
- Confirm attendance and all arrangements with facility.
- Confirm all assignments on checklist.
- Set follow-up and evaluation meeting for one to two weeks following event.
- Prepare speaker introduction (if applicable).

Day prior to event

- Prepare event box (see example detailed on the last page of this section).
- Print agenda, proof for errors, copy for number attending.

Day of event

- Arrive an hour early, so you're not rushed, to set up and be relaxed when people start arriving.
- Set up site with registration/reception table.
- Publicly recognize/thank sponsors, distinguished guests and guest speakers.

One week after the event

- Finalize/update event attendance list.
- Send the Chapter Network Event Evaluation form with RSVP list, attendance list, and any photos taken to the Alumni Association within 10 business days of the event.
- Send thank-you notes to the speaker(s) and others who helped with the event.
- Process bill payments.

Sample [Activities]

The following are examples of what other Chapter Networks do and have done in the past that prove to be successful events. When possible, your event objectives should connect with the eight initiatives of the Alumni Association.

- a. Building Community** – Creating a supportive and active alumni community to ensure the success of each alumnus and current and future student through camaraderie, social activity, professional networking and athletics.

(Professional networking, athletic events, mentoring)

- b. Scholarship** – Supporting and assisting the value and creation of scholarships to ensure opportunities and equality for current, future and first generation Ohio University students and legacies.

(Fundraising activities, auctions, Ohio University special weekend buses, endowment development)

- c. Philanthropy and Advocacy** – Strengthening the value of alumni degrees and ensuring the opportunity for a quality education for current and future students through alumni service in your community, legislative support and action and promoting a good public perception of the institution and the value of higher education.

(Community service, legislative support, promoting positive perception of Ohio University)

- d. Recruitment and Retention** – Expanding the diversity and quality of Ohio University's community by endorsing Ohio University to prospective students and maintaining the vitality of the University through supportive activities for students to make sure they accomplish their academic goals.

(College night, student interviews, student sendoffs, scholarship fundraisers, letters/calls to prospective students)

- e. Lifelong Learning and Education** – Providing opportunities for alumni and friends to attain professional and personal goals by offering continuous cultural, intellectual and vocational exposure.

(Cultural, intellectual, vocational speakers, lectures, etc.)

Cultural Programs

Often the most successful alumni activities are centered on cultural programs in your community. Watch for upcoming events and plan as far ahead as possible. Check the annual programs of your museums, theatres, musical groups, and plan a social event to precede or follow the cultural event. While not every chapter network has exposure to Broadway productions, most have a community or dinner theatre whose productions provide a perfect evening activity.

Career Networking

Local alumni help develop short term internship opportunities for students, provide information about job openings, and assist Ohio University in compiling current career information on area alumni, and counsel new graduates and other alumni in the process of career exploration. Career-oriented events can be held that address specific employment areas.

Community Service Activities

Community service projects provide a unique opportunity for community development and alumni interaction. Other community service projects are available in your city. These are excellent vehicles to spread the word about Ohio University.

Book Clubs

Book Clubs provide the opportunity for alumni to gather for interesting and provocative discussions. Try books from Ohio University authors such as.... Establish a reading selection list to include an array of fiction and poetry.

Recreational Programs

Recreational activities offer an opportunity for alumni of various age groups and interest to come together. Try an afternoon rafting trip, softball game, pool party, or a tailgate party for a football game or race. Build around any programs in your particular area. While many of these activities involve good advance planning and promotion, they require little expense.

Social Gatherings

Alumni and guests enjoy events that provide a chance for alumni to be together and socialize. Social events tend to be most popular where spouse and guests are included and when held in a place which is of particular interest to those who are invited (i.e. an alumna's home, a theatre, a new restaurant, a new local attraction). Happy hours for younger alumni are also popular; these can be hosted by your chapter network or in conjunction with other Ohio schools.

Choosing Programs

Programs that Ohio University Chapter networks sponsor vary according to the interests of the members. Consider the Ohio University Alumni Associations mission, your chapter network mission and your goals when deciding what types of programs to undertake. **All of the following should be fun to plan and carry out. If you're not having a good time, try another program.**

Outreach

- Attend an Ohio University athletic event in your area and cheer for the Bobcats! For news on all OHIO Athletic events, visit www.ohiobobcats.com
- Invite a current Ohio University student to speak to your organization. Contact a student when they are home for winter break or summer vacation, or in the area doing an internship
- Ask a member who attended Homecoming or a reunion to report and reminisce
- Invite a professor to speak
- Invite alumni to speak in their area of expertise
- Attend a local cultural event as an organization
- Establish a book club
- Establish an investment club
- Conduct a seminar on "hot" topics, (i.e., care of aging parents, financial planning, etc.)

Admissions

- Volunteer for the VAAN program
- Invite prospective or current students to organization events
- Have a send-off party for new students from your area in late August
- Give a rose, a card, or a token present to all accepted applicants
- Send a "good luck on exams" card signed by all at a meeting

Career Networking

- Organize brown bag lunches or after-work gatherings to meet work schedules
- Arrange career panels
- Create ways for alumni in the same field to connect (for example, a dinner for medical professionals, lawyers, educators, artists, etc.)
- Support undergraduate internship projects, such as Praxis and SCIPI, and help to find internship sites and mentors

Ohio University's Image

- Volunteer as a group at a local food pantry, shelter, or literacy program
- Wear Ohio University T-shirts at community events
- Organize a tour for your group of local parks, museums, or historic neighborhoods
- Generate good publicity covering events or alumni

[Suggestions]

Tried and True Ideas

Each alumni group has its own personality. You may find that the best creative ideas come from your own members. Brainstorm and be creative! We have compiled a list of ideas submitted by leaders from across the country which have been successful.

- Organize a local alumni band to perform at your events.
- Host events with alumni from other Ohio colleges and/or MAC universities or professional organizations.
- Send care packages to campus for Ohio University students from your area.
- Involve and support parents of current students by inviting them to your events.
- Organize blood drive battles against other MAC schools.
- Involve the group in a community service project that gives Ohio University visibility in your community.
- Host luncheon meetings with business leaders. Consider an informal brown bag gathering indoors or out.
- Plan a wine tasting with the help of a local wine merchant-make your speaker a bonus, not the main event.

In order to maintain an interest in the life of a chapter network, at least one fall event and one spring event are recommended. For your first event (big or small) you will want to work very closely with your Alumni Association staff. Simply contact us, and we'll help get the "ball rolling"!

Different activities will have different appeal from one chapter network to another. Some tried-and-true activities include:

- Receptions with guest speakers (visiting university official, local celebrity, prominent alumna/us, etc.)
- Family picnics (try a weekend potluck picnic with children's games, or a Sunday family brunch. Invite prospective and current students and parents from your area too)
- Dessert buffet (try a Sunday evening dessert buffet from 7:00-8:30 p.m. An inexpensive and well-timed option for most working adults.)
- Monthly gatherings at a favorite local pub
- Theatre evenings
- Business card exchanges
- Educational seminars/workshops

- Receptions for newly-accepted Ohio University students or graduates new to the area
- Golf tournaments (or other athletic events)
- Theme parties (luau, Texas bar-b-q, Chinese new year)
- Garden parties
- Fall foliage trip
- Wine and cheese tasting parties
- Class reunions*

*For Class Reunion and Homecoming events contact the Alumni Association for further details on upcoming events and how your chapter network can volunteer.

In addition to social, cultural or educational activities, chapter networks are increasingly playing a role in the university's fundraising and student recruitment initiatives. Each chapter network will determine their own goals/mandate, based on the interests of their respective alumni base. For more information on event planning, please refer to "Event Planning 101."

Event [Planning] 101

Whether you have been planning events for years or are just getting started, we've developed the following outline to clarify elements we hope will assist you in producing a **well** attended event.

- Alumni must perceive programs and activities as appealing, substantive, and fun. Involve your membership in programs that provide services to the university and community.
- Plan ahead and promote early. The Alumni Association should be contacted no later than 10 weeks before an event so that we can publicize your events accordingly.
- Be creative with your event planning. Find venues that are unique. Pick a theme, decorate, and give door prizes. Offer a variety of programming. Include programs that focus on the academic excellence of Ohio University.
- Meet with your leaders and volunteers to develop a programming calendar. Print and distribute it to your membership. (A business card calendar is handy and can be carried in a wallet.)
- Focus on quality and quantity. If your response is low, make phone calls to encourage attendance. Make sure all preparations for the event are in order so members can have a good time.
- Publicize your events and programs. Use your community newspapers, local public-access television and radio to run announcements about your event.
- Organize a telephone committee to call members a few weeks prior to an event to remind those who regularly attend that you would like to see them there. Frequently call alumni who do not attend and extend personal invitations.
- Have a hospitality committee on hand to greet and mingle with all guests. Introduce people to each other, making sure that newcomers get to meet the officers and other guests.
- Consider a reception instead of a dinner. Always consider the advantages of a reception: shorter time commitment than dinner, less expensive for attendees, more opportunity for mixing and meeting alumni. Some groups have expressed that receptions soften the formality of events, financially allow more people to attend and increase attendance.

Leadership

- Decide who and how many volunteers will be needed to run the event.
- Form a committee.
- Delegate! Use volunteer preference forms to evaluate who might be available to help.
- Recruit sufficient volunteers and hostesses so the event will go smoothly and won't be burdensome for one person.

- Determine who will be responsible for accepting RSVPs, collecting payment if applicable, preparing nametags in advance and maintain guest lists and address updates.
- Determine who will greet each guest.
- Determine who will ensure that no guest is left alone, introduce fellow alumni to one and other.

Location

- Varying the locations of programs during the year to help draw people (especially when establishing a new chapter network or regional contact)
 - Unique or interesting locations to which alumni do not typically have access: museums, historical homes or site, etc.) Reserve space at least three months prior to the event.
 - Event locations may include a hotel, local school, local university lounge, bank, conference center, community center, convention center, country club or new restaurant.
- Choose a place that will minimize travel for most potential participants.
- Investigate and ask around for places with quality service and food.
- View the space prior to signing any contracts.
- Consider the following:
 - Handicap accessibility.
 - Ability of site staff to accommodate the organization's needs.
 - Parking situations: suitable? Nearby? Free?
 - Are rooms air-conditioned?
 - Availability of public transportation.
 - Coat check arrangements.
 - Bill arrangements acceptable?

Date and Time of the Event

- Choose the date carefully! Check calendars for religious holidays, elections, school vacations, athletic events, significant local events, consider work time and travel time that might conflict with your event.
- Space programs throughout the year.
- Vary the days of the week and the times of the day to reach different audiences...check your Leaders Handbook for your chapter's demographics.
- Regular events ("happy hours" or "career nights") however should meet at the same time and same place.

Meals

- Work with the caterer regarding dates, approximate counts, and number of meals, three to six months before the event.
- Confirm regulations regarding serving wine and alcohol.
- Review menus, set-up, and final counts with caterer two weeks beforehand.
- Table setting

- For a more personal atmosphere, allow university guests to be seated throughout the crowd instead of using a formal head table. This makes everyone in attendance feel more comfortable.
- Round tables are preferable as they encourage interaction.

Set-up

- Attention to detail makes the difference between hosting just another meeting and a successful event. Consider the following details to ensure that a potential event site meets your needs.
- **The Meeting Room(s)**
 - Temperature: Are there separate air-conditioning/heating controls in the meeting room?
 - Room size: Is the size of room adequate and comfortable for the group?
 - Lighting: Is the room adequately lighted? How is it controlled? Are controls accessible? Are electrical outlets accessible for necessary equipment and extension cords?
 - Availability: When will the meeting room be available? Is there a group in the same meeting room before or after your event?
 - Seating: Has the seating of guests been planned? Is there a designated seating plan?
 - Restrooms: will the number be sufficient for the amount of people you expect to attend?
 - Always have a private room reserved in any facility you select. You will have a much more effective event with plenty of privacy.
- **Audio and Visual Needs**
 - Equipment: Will you need a microphone, computer, movie projector, VCR, slide projector, overhead projector, cassette recorder, projection screen, extension cords, easels and markers, blackboard and chalk?
 - Equipment testing: Has someone tested the audio and visual equipment to be used? Will anyone from the facility be around to troubleshoot before or during the event? If not, be sure to familiarize yourself with the equipment prior to the event.
 - Music: Is the music piped in from a central unit? Is there a control switch in the room or at the central control board so that music can be cut off quickly and completely?
 - Be sure the room has an adequate sound system with a podium and microphone.
 - Become familiar with and test the microphone and all other equipment prior to the event.
- **Banquet Room(s) and Meals**
 - Noise: Check the room partition for possible noise disturbance from another group.
 - Location: Can the room be served easily without disturbance? Check the location of the kitchen, entrance and exit doors in relation to the tables.

- Staffing: Confirm the number of wait persons assigned to the function, find out who is in charge the day of your event (by name), and confirm arrangements with them.
- Pricing: Make sure there is a firm price per person, including tips and taxes. What is the minimum guarantee?
- Schedule: Confirm the deadline for having room set up. Confirm the times for coffee breaks, meal service, and reception service. Stick to those times.
- Arrange to have a registration table at the event so that a point of entry and welcome is established where a guest book, tickets, nametag, address updates, and business cards for a prize draw (to help us update our alumni database) can be managed neatly and efficiently as guests arrive.
- Arrange for photographs to be taken for possible inclusion in the Ohio Today magazine or web site, space permitting. Please ask the photographer to transcribe the name, and whenever possible degree and year of graduation of the individuals in the photos.

Speakers

- The speaker for an event should be confirmed **before** a space is rented.
- Speakers should be asked to speak 4 to 12 months in advance of an event, and should receive a letter confirming their arrangement to speak.
- The Ohio University Alumni Association will contact University speakers upon receipt of the completed Speaker Request form.
- One month before the event, ask if the speaker requires any audio or visual equipment or a special set-up.
- Ask how the speaker would like to be introduced and assign a volunteer to formally introduce the speaker to the audience.
- Thank the speaker with a gift. Your thanks to a university speaker who takes the time to speak (free of charge) at your event is best expressed though a small gift given at the event. Best ideas are small items of local flavor.
- Show your appreciation to volunteers, supporting businesses, and VIPs with certificates and other personal mementos.

Financing

- With the assistance of the treasurer, prepare a budget for the event, including costs of room rental, food, refreshments, marketing, rental equipment, entertainment, gifts, bartender, housekeeping services, taxes, gratuities and speaker(s).
- Set a reasonable price for the event that will cover your costs; what would people be willing to pay?
 - Every effort should be made to budget so the chapter network breaks-even or obtain a modest surplus when conducting activities, rather than a deficit.

- Advance reservations/registration gives an indication of attendance and collecting payment in advance is also advisable.
- Any profit may be used to fund the start-up costs of the next event. You may decide to charge a minimal fee for an event while offering a cash bar, or a flat fee that covers all services.
- After the event or activity
 - Provide all funds collected to the Treasurer immediately so he/she will be able to pay invoices promptly.

Communication

- Publicize your events and programs. Use your community newspapers, local public-access television and radio to run announcements about your event.
- Plan ahead and promote early. The Alumni Association should be contacted no later than 10 weeks before an event for proper event marketing and promotion.
- Organize a telephone committee to call members a few weeks prior to an event to remind those who regularly attend that you would like to see them there. Remember a personal invitation to alumni that do not attend regularly will go a long way.
 - The importance of telephone calls to alumni as a reminder of an upcoming event cannot be over-emphasized. It is inexpensive, efficient, personal, and effective. A telephone campaign frequently boosts attendance at an event by as much as 30 to 40 percent. It also provides another opportunity for alumni to become involved in chapter network and society activities and responsibilities.
 - A very popular and effective method is scheduling a "tele-thon" evening(s) in an office or business location with an available bank of phones. Order pizzas, enjoy Ohio University fellowship, and call other alumni to get out the crowd.

RSVP's

- Remember to ask for an RSVP and give a deadline and specify who will be taking care of RSVPs.
- Include a number for information on who to contact for questions (specify who), and a rain date if necessary.
- Always avoid using phone responses as confirmed reservations. One way to encourage prepaid reservations is to include an "at the door" charge higher than the prepaid charge.

Alcohol

It is important to carefully monitor events that include alcohol. Current laws, social habits, and legal liability issues surrounding the serving of alcohol need to be examined when planning an event. People are more careful these days about drinking alcohol, and the chapter network needs to look out for itself and those for whom you are programming. If you have questions about event liability, please call

the Alumni Association for clarification. Yet, here are some elements you should consider:

- The Alumni Association does not condone or support/sponsor “all you can drink” events.
- The Alumni Association encourages cash bar versus open bar events. This allows individuals to make their own decisions about drinking.
- Always have non-alcoholic beverages available for those who don’t drink.
- Always serve food at events. Be sure there are non-salty options (some individuals may have dietary restrictions).
- Cut off the bar at least a half hour before the event ends.
- This is the hardest, but try to monitor your guests as they are leaving. Offering a ride home or calling a taxi can save lives.
- From time to time, sponsor a non-alcoholic event. This can be a family event or just one with another focus. Some people think that all alumni events are beer bashes and never attend.

Setting an agenda

- There is a more detailed agenda format listed later in this section.
- Decide how long each part of the event should last.
- Communicate both schedule and content to speaker and chapter network officers/volunteers etc.
- The person in charge of the event should script the program and preside over the evening. A good format to follow includes a welcome, introductions, business, speaker or program, and closing remarks.
- Make sure everyone involved knows their assignment.
- Assign officers or board members to greet and shake hands with every single guest; make sure no one is standing idle.
- Make the program interesting so the audience will want to come to future events and bring friends!

Materials

- A complete list of necessary items in the Event Box section listed later in this section. Here is an example of some items to include: Name tags, printed handouts, evaluations, audiovisual equipment, print out business updates and place on the tables, in lieu of business reports.

Follow-up

- Send a thank-you letter following the presentation to all involved.
- Have leaders and attendees evaluate the event.
- Keep notes and debrief with the committee.
- Send in the Event Evaluation form with RSVP list, registration list and any photos taken (with appropriate description, name and class year) to the Ohio University Alumni Association.

Miscellaneous

Provide ice water and glasses at podium for speaker(s).

- Post signs at the tables for reserved tables
- Recognize special service with gifts for participants.
- Offer reduced admission for young alumni, and for those who staff the registration table, or perform other necessary jobs

Suggestions for Event Box

Following are suggestions for materials you may consider adding to your Chapter Network Event Bag provided by the Ohio University Alumni Association.

1. Table decorations
2. Printed and blank nametags
3. Plastic nametag holders
4. Change of address forms
5. Table seating arrangements
6. Registration lists
7. OU Tablecloth for registration desk
8. Copies of Ohio Today magazine
9. Prizes and gift wrapping
10. Digital camera (if needed)
11. Order of proceedings
12. Programs
13. Chapter network related printouts (i.e. upcoming events and chapter updates, etc.)
14. Event evaluations to be completed by attendees
15. Speaking notes
16. Event documentation (contracts, contract information, etc.)
17. Miscellaneous items:
 - Pens
 - Markers
 - Highlighters
 - Stapler
 - Pad of paper
 - Magic tape
 - Masking tape
 - Straight pins
 - Scissors
 - String
 - Manila envelopes
 - Elastic bands
 - Basket for prize draw
 - Plastic bags

Event Agendas

An agenda can help you avoid omissions and keep your meeting running smoothly. Because each event, group and Chapter Network is different, we've provided a sample agenda for the items most likely to be covered. This is to be used only as a guide. You'll want to tailor the agendas to meet the needs of each Chapter Network and individual event.

Sample Agenda

Reception Event

- Sign in/registration
- Social time (1/2 hour)
- President's welcoming remarks (2-3 minutes)
- Election (if necessary) *Provide printed sheet of business notes for each attendee
- Alumni Association Representative, if present (5 minutes)
- Introduction of featured speaker/program
- Speaker's remarks (15-20 minutes)
- President's appreciation remarks for speaker
- Give-away's, raffles, etc.
- Upcoming event notices, sign-ups
- Alma Mater, Ohio
- Adjournment

Dinner Event

- Sign in/registration
- Social time (no more than ½ hour)
- President's welcoming remarks (2-3 minutes)
- Dinner
- President reports events (10 minutes)
- Election (if necessary) *Have a printed sheet of business notes for each person
- Student Representative, if present (2-3 minutes)
- Remarks from Alumni Association representative, if present (5 minutes)
- Introduction of featured speaker/program
- Speaker's remarks (15-20 minutes)
- President's appreciation remarks for speaker
- Give-a-ways, raffles, etc.
- Upcoming event notices, sign-ups
- Alma Mater, Ohio
- Adjournment