

Guide to Planning Community Service Events:

Date of Event: _____ Event Time: _____

Location: _____

Directions: _____

RSVP's:

How will RSVP's be accepted? Mail _____ Phone _____ Email _____

RSVP Contact Name: _____ Email: _____

Telephone: Home () _____ Business: () _____

Reservation Deadline: _____ Reservations Capped At: _____

Community Organization: _____

Contact Name & Information: _____

Description of Project: _____

Marketing Plan:

My chapter will use the following to advertise this event: (check the marketing device on left and follow date guidelines on the right)

Boston College Magazine _____

Due Date to Alumni Association: _____

Newsletter _____

Issue must mail by _____ to get attendees

Blast Email _____

I need to have email prepared and into office by _____

Chapter Web Page _____

I need to have update into office by _____

Formal Invitation: _____

Invite must be mailed by _____

Local Publicity (newspaper, radio, television): _____

Number of Volunteers Needed: _____

Materials Needed: _____ First Aid Kit

_____ Water Cooler

_____ Snacks

_____ Banner/Zip Ties

_____ Name Tags

_____ Sharpies

_____ Masking Tape

_____ Giveaways

Other

Event Follow-Up: (fill in date these items were completed and by who)

_____ Thank you letters written

_____ Other

_____ Caterer paid

_____ Beverage paid

_____ Alumni Association paid

_____ Venue paid

_____ Event post mortem done

_____ Email capture form done

