

Collegiate Event Checklist

Chapter: _____

Event Name: _____

Type of Event: _____

	REQUIREMENT	DETAILS
<input type="checkbox"/>	Deadlines have been met	<input type="checkbox"/> Initial Submission: One week prior <input type="checkbox"/> Final Deadline: Two business days prior to event
<input type="checkbox"/>	RCS/CAC/NCC approved Calendar	
<input type="checkbox"/>	Event is on Anchorbase Calendar	Time of event: Cannot be 24 hours prior to or after a Fundraising event or Inspiration/Initiation
<input type="checkbox"/>	Appropriate Theme	Appropriate and aligns with Delta Gamma values
<input type="checkbox"/>	In Case of Emergency Contact	Name: Phone #: (Must be an adviser or house director, NOT a collegiate chapter member)
<input type="checkbox"/>	Venue Contract/ Facilities Agreement	<input type="checkbox"/> Cash Bar <input type="checkbox"/> Food <input type="checkbox"/> #__ of guards <input type="checkbox"/> Bar Close (30 min before event ends) <input type="checkbox"/> Signed by president, vp: finance and venue representative
<input type="checkbox"/>	Venue Certificate of Liability Insurance	<input type="checkbox"/> \$1 million general liability <input type="checkbox"/> \$1 million liquor liability (ONLY if providing alcohol)
<input type="checkbox"/>	Liquor License	<input type="checkbox"/> Current (not expired)
<input type="checkbox"/>	Food	Food MUST be available throughout the entire event. All food that is being provided must be listed on the event guideline. In some cases, a receipt or order confirmation may be requested by your operations specialist at EO.
<input type="checkbox"/>	Event Roster and Guest List	This must list if each person is over/under 21
<input type="checkbox"/>	Security Contract*	<input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	Security Certificate of Liability Insurance*	<input type="checkbox"/> Current; \$1 million in coverage
<input type="checkbox"/>	Transportation Invoice*	<input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	Transportation Certificate of Liability Insurance*	<input type="checkbox"/> Current; \$1 million in coverage
<input type="checkbox"/>	Beverage Provider/Caterer Contract*	<input type="checkbox"/> Cash Bar <input type="checkbox"/> Bar Close (30 min) <input type="checkbox"/> Food <input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	Beverage Provider Certificate of Liability Insurance*	<input type="checkbox"/> \$1 million general liability <input type="checkbox"/> \$1 million liquor liability

**if applicable*



Delta Gamma