

Event Planning Information Form



Please complete this form about your proposed event and email it to Sue Woodruff, swoodruff@wlu.edu. Thanks!

Chapter Name: _____ Event Contact Person: _____

Date of Event: _____ Contact Person Email: _____ Phone#: _____

Purpose/Title: _____

Start and End Times: _____

Location: _____

Does the location have a non-discriminatory membership policy? Yes ___ No ___

Is event part of the Chapter Annual Plan? Yes ___ No ___

Do you want a guest from W&L? If so who, or what kind of guest

What kind of registration:

No Registration Necessary ___ Mail registration RSVP/Check to contact (add name) _____

Online through W&L site ___ Register Online on Facebook ___ Email RSVP (add email) _____

While the entire Chapter be invited? Yes ___ No ___

If No, who will be invited to the event? _____

We use email for almost all chapter invitations. If you want hard mail, please explain why _____

Have you budgeted carefully so the event will break even? _____ Proposed Fee Per/Person: _____

Are you asking Alumni Affairs to subsidize the cost of the event? Yes ___ No ___

How much money are you asking W&L to subsidize? _____

Please explain _____

Other Comments: _____
