

BMS BANQUET CHECKLIST



BEFORE

	SIMPLE	GOOD	GREAT
Location, date and time	<input type="checkbox"/> Any space that isn't a dirty chapter house	<input type="checkbox"/> A nice spot on campus	<input type="checkbox"/> Campus conference hall and a date and time when parents are available
Budget	<input type="checkbox"/> Chapter budgets at least \$100	<input type="checkbox"/> AVC donates money for a banquet	<input type="checkbox"/> AVC and chapter work together to budget for a catered banquet
Guest list and invitations	<input type="checkbox"/> Chapter invites all finalists	<input type="checkbox"/> Chapter invites finalists and parents	<input type="checkbox"/> Chapter invites finalists, parents, alumni and university staff using an online invitation platform

DURING

	SIMPLE	GOOD	GREAT
Script	<input type="checkbox"/> All finalists are recognized <input type="checkbox"/> Chapter leaders speak about how SigEp has helped them <input type="checkbox"/> Brief bios are read about the winners	<input type="checkbox"/> A guest speaker talks about SigEp's values	<input type="checkbox"/> Multiple guest speakers (alumni, parents, faculty, etc.) speak about SigEp's values and impact <input type="checkbox"/> All finalists and winners have brief bios read
Prizes and certificates	<input type="checkbox"/> All finalists receive a certificate	<input type="checkbox"/> All finalists receive a small gift card and certificate	<input type="checkbox"/> All finalists receive a certificate and something that symbolizes our values <input type="checkbox"/> Brothers also receive chapter awards during this banquet
Seating chart	<input type="checkbox"/> Brothers know ahead of time who the top applicants are and try to sit with them	<input type="checkbox"/> Reserved seats for certain university stakeholders and chapter leaders	<input type="checkbox"/> Seating chart mapped out prior to the event with seats that are marked by name or small groups

AFTER

	SIMPLE	GOOD	GREAT
Thank you notes	<input type="checkbox"/> Chapter emails all attendees thanking them	<input type="checkbox"/> Handwritten thank you notes are sent to each attendee	<input type="checkbox"/> Handwritten notes are delivered in person <input type="checkbox"/> Pre-written notes and small gifts are presented to guest speakers
Follow-up interactions	<input type="checkbox"/> All finalists are informed about some upcoming chapter events	<input type="checkbox"/> Following the banquet, the chapter offers tours and refreshments at the chapter facility or RLC room on campus for all guests	<input type="checkbox"/> The faculty fellow invites finalists to attend future educational programming

For additional template resources to help with your BMS banquet, visit sigep.org or contact your regional director.