



**Delta Sigma Theta Sorority, Inc. ~ Harford County Alumnae Chapter Maryland  
Programs & Events Checklist**

<b>Committee:</b>	<b>Program/Event</b>
<b>Chair:</b>	<b>Name:</b>
<b>Co-Chair:</b>	<b>Date:</b>
	<b>Location:</b>

**Please ensure that the following Task/Action are completed on each HCACMD Program/Event  
[If Task/Action does not applies, √ Not Applicable (N/A)]**

Done	N/A	Task/Action
		Event /Program (Date, Time & Location) Approved by Executive Board
		Event/ Program (Date, Time & Location) Approved by Chapter
		Identify Vendors and Venues
		Risk Management Required
		Vendors/Venues Contract Reviewed & Signed by President in a timely manner
		HCACMD Contract Signed by Vendor
		Complete Voucher for Payment to Vendors/Venues
		Send Payment and Signed Contract to Vendors/Venues
		Once An Event/ Program Is Approved - Create Flyer/Advertisement
		Get Flyer/Advertisement Approved by President
		Provide Event/ Program Information In A Word Document (No Later Than 20 Business Days Prior To Event/ Program) To Technology / Public Relations
		Request PayPal /Online Link From Financial Officers (provide details of the amount(s))
		Order Tickets/ Hand Cards from Printer
		Request Insurance For Event/ Program (provide estimated number of attendees)
		Send Out EBlast For Event/ Program -Tickets Distribution Dates -Approved by President
		Ensure There Are No Outstanding Issues Or Payments Due for Program or Event/ Program
		Complete the Program and Event Demographics Tool Form

<b>List Any Issues Or Concerns Regarding This Event:</b>