A guideline for…

PLANNING A SCHOLARSHIP DINNER

This outline can be used as a checklist for things to consider when planning your chapter's scholarship dinner.

I. **Your Guests…**
   A. Deciding who invites your guests
      1. Have all the members invite one (or more) guests of their choice, making sure the scholarship chairman knows of everyone who is attending
      2. Have the chapter vote on a few specific guests
      3. Scholarship chair chooses who to invite
   B. Which people do you invite to your function
      1. Professors
      2. Teaching assistants
      3. Administrators
      4. Greek life advisors
      5. Parents
      6. Alumni
   C. Inviting your guests
      1. Personal invitation as well as a hand written invitation
      2. Describe the event, an agenda
      3. Provide the directions and parking
      4. Ask them what part they would like to play (speak, just attend?)
      5. Make sure there is good food
   D. Following through, making your guests want to come back
      1. Thank you notes
      2. Thank them for coming when they leave
      3. Invite them back for another event

II. **Making your guests feel welcome**
   A. Protocol and formalities
      1. Nice dress by all members
      2. Name tags and placecards
      3. A contact list of all people with whom each guest is acquainted
      4. Formal introductions at dinner
      5. Guest book
      6. Flowers and other decorations
      7. Mocktails/.cocktails taking proper precautions
      8. Chapter song

III. **The program**
- A. The basic format or theme
    1. Organized around the academic awards given by the chapter
    2. Oriented toward the speaker
    3. Informal gathering to eat
- B. The speaker, topic, awards…
    1. Speaker
        a) Some of the officers give brief reports
        b) Alumni of the chapter speak
        c) University staff member
        d) Professor (how many?)
    2. Topics
        a) The future of fraternities and sororities
        b) The job market
        c) Popular issues
        d) Academics
    3. Awards
        a) High GPA award
        b) Room GPA
        c) Highest big bro/little bro or big sis/little sis GPA
        d) Highest pledge GPA