

# CHAPTER EVENT PLANNING TIMELINE

## FROM MJ SORORITY

### 4+ WEEKS FROM EVENT

#### Your Organization's Policies

Your organization has event planning policies and guidelines - be sure you're following them! If you aren't sure what they are, contact your chapter advisor or Headquarters.

Your organization's policies will help you determine when, where, and how to have your events.

#### Questions to ask the venue or vendor

Check out this list of questions to take to the venue or vendor before you sign anything.

#### Visit mjsorority.com if necessary

If you have determined that your contract means that you need to contact MJ Sorority, then you'll need to complete the form at <https://bit.ly/mjeventsform>.

It will ask you for similar information that your organization's pre-event planning form asked you, so it might be helpful to have that paperwork close.

#### Have a great event!

Check out mjsorority.com for many more event planning resources!

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#### Pre-Event Planning

We have developed a list of risky activities that we recommend you review before proceeding with planning your event.

Also if you're interested, we have developed a Pre-Event Planning checklist to help you plan a safe event.

### MINIMUM OF TWO WEEKS PRIOR TO EVENT

#### Determine if you need to contact MJ Sorority

If your contract has the following words in it, you need to contact MJ: **Certificate of Insurance** or **Additional Insured**. If you don't have a contract or if your contract doesn't have those words in it, you don't need to contact MJ. Proceed with your organization's guidelines.

#### Determine next steps

If you submitted a review to MJ, a member of our team will get back to you.

Otherwise, proceed with your organization's event guidelines.

