This document includes an example of what a typical chapter year has looked like for Oklahoma Triangle. It includes important operational deadlines, suggestions on when to start planning activities, major events, and party suggestions.

This is not meant to be a rigid schedule, but the reality of campus life is that the University sets the tone and pace of the year with their academic calendar and Triangle is an undergraduate organization. Some dates may need to shift based on other events going on in or around the Norman area, so plan accordingly.

It is expected that \*BEFORE\* the FIRST BUSINESS MEETING of each term, a tentative/mostly fledged out budget with chapter calendar should presented to the membership. This means Exec Council needs these plans mostly done in the downtime before the term beings.

 January

* Initiation Week (Fall Class)
* Triangle LTW
* MLK
* OU Howdy Week

 February

* Triangle Education Foundation Scholarships are Due (varies)
* E-Week
* Valentines Day Party (“Love Triangle”)
* Pledging Ceremony

 March

* Spring Break (Traditionally, Road Trips)
* Pi Day
* Saint Patrick’s Day

 April

* Easter
* OU Big Event (Philantropy)
* National Founders Day (~15th)
* Determine delegates for Convention/Scobie

 May

* ASK National Founder’s Day (May 1)
* Star Wars Day (May the 4th)
* Alumni Treasurer - Corporate Taxes (IRS 1099-N) is due (=15th)
* Building Better Men Program Deadline
* Initiation Week (Spring Class)
* Memorial Day
* Summer Rush planned
* CEF Grant Applications Due

 June

* LBGTQ Pride

 July

* Scobie Leadership School -or- National Convention (alternating years)
* Independence Day

 August

* OU Howdy Week

 September

* Labor Day
* OU ASK Local Founder’s Day (Sept 13th)

 October

* Pledging Ceremony
* Halloween (Festival of Sin)
* Announcement for Annual Meeting goes out
* OU Homecoming

 November

* Local Founder’s Day (Annual Meeting) (15th)
* Veterans’ Day
* Thanksgiving Day

 December

* Winter Break

## Event Planning Tips

For the best possible outcomes, remember that events with more than thirty people attending (Founders Day, for example) need more than a thirty days of planning. If you are responsible for planning such an event, consider asking yourself the following questions:

* Where should it be located?
	+ Do I need to make facility reservations?
	+ Do we need to make equipment reservations?
		- Rented chairs
		- Rented silverware
		- Rented audio/video equipment, etc
	+ If hosted at a “free facility”, who is handling cleanup?
	+ If the event is outdoors, do I have backup plans for inclement weather?
* Will food be provided?
	+ What is the lead time for catering?
	+ Should it be self-served, plated, or pre-boxed?
* What happens to excess food?
	+ Will leftovers be auctioned? Resold to the chapter’s meal-plan? Donated?
* Will alcohol be served, provided, allowed, discouraged, or prohibited (different meanings!)
	+ Is the event compatible with Triangle’s risk management policy?
	+ Is the event compatible with university policy?
* Other than food, what entertainment should be provided?
	+ Is the entertainment appropriate for the targeted audience?
	+ Will the event mostly be people everyone knows, or strangers?
		- What mingling/co-mingling games/opportunities will there be?
	+ Are entertainers/guest speakers to be charged for the event (the answer should always be NO!)
		- Charging for +1s or spouses is oftentimes acceptable.
	+ Do my guest speakers know what is expected of them?
		- If they are to give a speech, set expectations for time and purpose.
		- If they are to bring/ship anything, make arrangements for them!
* Do I need to order ‘swag’?
	+ T-shirts are discouraged because stocking lots of sizes means wasted money on inventory we slowly move. Often a mistake unless prepaid and pre-ordered.
	+ Anything with the Triangle logo should be ordered through Greek Licensed firms.
* Who is ‘emcee-ing’ the event?
	+ The best social/programming chairs are traditionally not the emcee.
	+ They are behind the scenes wizards solving problems no one realizes we have.
* Do I have an appropriate “crew” size to handle spills, questions, or usher guests?
* Who’s coming?
	+ Is this a girlfriend/spouse/guest friendly event?
	+ What about children (alumni have kids)
	+ For Brothers Only events where non-brothers are in attendance:
		- Where will non-brothers go?
		- Who will be leading/managing that group?
* How can I leverage the RSVP process correctly?
	+ Did I include the standard questions/info on the RSVP?
		- Dietary Restrictions (vegetarian, kosher, allergies, etc)?
		- Accommodations on basis of disability (this does come up)
		- Guest count
		- Location
		- Appropriate attire (for both men and women)
	+ Should I charge for the event?
		- How is ticketing/charging going to be handled?
		- Is this is an alumni event, include an option to donate on the RSVP
* How can I make this a night to remember?
	+ *The guests don't return for the obvious things we do, the garish things, they come back because of the subtleties, the details. They come back because they discover something they imagine no one has ever noticed before, something they fall in love with. They're not looking for a story that tells them who they are - they already know who they are. They're here because they want a glimpse of who they could be.*
		- *Robert Ford, Westworld (2016) Season 1*
	+ Consider putting lego on the tables ahead of time. People will play with them, I promise.
	+ Consider a thought board people put an answer to question to (anonymously) as they arrive.
	+ Any opportunity you have to “already know” something instead of “ask something” you have excelled yourself.