

# Villanova University Fraternity and Sorority Life Philanthropy Chair Checklist

Due: At the beginning of the planning process for all philanthropy events

## 1. Register Your Event

Email Martin ([martin.garcia@villanova.edu](mailto:martin.garcia@villanova.edu)) with responses to the following questions and schedule a time to meet in-person with Martin to discuss your responses:

- a) Answer the Who, What, When, Where, Why, and How questions for the event
- b) Will this event only be for VU students? Or will the event be open for non-Villanovans to participate?
- c) If non-Villanovans are participating, will there be minors (those under 18 years of age) present?
- d) How many people do you estimate will attend/participate?
- e) Will you charge for the event? If so, how much?
- f) Will you hire external vendors to provide food, drink, or activities in conjunction with the event? If so, what vendors do you plan to use?
- g) Who will supervise the event? Will the supervisors have the necessary training/certifications for the activities involved?
- h) Who will provide the equipment/supplies for the event?
- i) Who will be responsible for ensuring the safety of the event and participants?

## 2. Reserve Your Space

Visit <https://www1.villanova.edu/villanova/events/planning/planning-an-event.html> (for event spaces, gyms, fields, and the Oreo)

Visit <https://infosilem.villanova.edu/portal/> (for classroom spaces)

Contact Martin if there are any issues with reserving spaces on campus.

## 3. Obtain Waivers (if necessary)

- a) Martin will determine if waivers from Risk Management are needed for the event
- b) Submit waivers to Martin by the time specified during event planning conversations with Martin

## 4. Obtain Clearances (if necessary)

- a) Martin will determine if paperwork and training from Compliance needs to be completed
- b) Submit paperwork to Martin by the time specified during event planning conversations with Martin

## 5. Complete and Submit Post-Event Chapter Philanthropy Form on VU Groups

Access the “Post-Event Chapter Philanthropy Form on VU Groups” located in the “Forms” tab in the Fraternity and Sorority Life portal. This form must be submitted within seven (7) days of the philanthropy event.