



EVENT GUIDELINES

REGIONAL ALUMNI CLUB TOOLKIT

EVENT PLANNING CHECKLIST

This form is to be completed by a club representative and reviewed and approved by the Office of Philanthropy + Engagement for all Club Choice Events. To ensure sufficient marketing time, please complete the form at least six weeks before the event.

WOFFORD-LED EVENTS

Wofford-led events may include but are not limited to Summer City Tour and/or A Day for Wofford. These events will be funded in part or wholly by Wofford and will have Wofford staff or faculty representation. The regional club will be responsible for working with a Wofford staff member to promote attendance at these events in the area. An Event Planning Checklist will not need to be completed for these events. Wofford will create any needed promotional materials.

CLUB CHOICE EVENTS

Club Choice Events will be up to the discretion of the regional club leadership and will not be funded by Wofford. These events may include but are not limited to happy hours, museum visits, sporting events, watch parties, networking events, holiday parties, etc. It is up to the club leadership to determine how the events will be funded before submitting the Event Planning Checklist. (Options for funding are outlined below.) Excluding emails, the club will be responsible for creating any promotional materials for these events.

MINIMUM EVENT REQUIREMENTS FOR EACH TIER

	TIER I	TIER II	TIER III
Wofford-Led Events	2	2	2
Club Choice Events	2	1	
MINIMUM EVENTS/ACADEMIC YEAR	4	3	2

FUNDING YOUR EVENTS

Wofford College Restricted Funds may be set up for each regional club to be managed by the college in conjunction with the regional club President and/or VP of Finance. This will eliminate the need for additional bank accounts to be created. (Event funding options are outlined below.) One or more options will need to be selected when completing the Event Planning Checklist.

Dues: The club maintains bylaws that outline a dues structure for club members.

Per-person fee: Each participant pays a fee when registering.

Individual contributions: Event sponsors pay for or supplement event costs.

Dutch: The event does not have a cost associated with it, or it will be on the individual attendee to cover costs.