GREEKTΩPIA

FREE CHAPTER RESOURCE

The Sorority Formal Planning Checklist

Everything a social chair needs to run a flawless formal – from first deposit to day-of cleanup. Print it, check the boxes, and nothing slips.

3–4 Months Out *Lock the big rocks before they sell out.*

- [ ] Set your date and rough headcount
- [ ] Set your budget and how it splits per sister
- [ ] Shortlist venues and tour your top 2–3
- [ ] Sign the venue contract and pay the deposit
- [ ] Book transportation (charter / party buses) – these go first
- [ ] Register the event with chapter HQ and your university

2 Months Out *Lock the vendors that make the night.*

- [ ] Confirm catering / food and beverage
- [ ] Book the DJ or entertainment
- [ ] Order décor, florals, marquee letters, photobooth
- [ ] Line up a photographer / videographer
- [ ] Arrange security and sober monitors
- [ ] Start collecting everyone's payment

1 Month Out *Tighten every detail.*

- [ ] Finalize the guest list and any dates
- [ ] Send the theme, invite and details to the chapter
- [ ] Confirm the run-of-show with every vendor
- [ ] Get COIs (certificates of insurance) from venue and transport
- [ ] Assign day-of roles across your exec board

2 Weeks Out *No surprises left.*

- [ ] Give final headcount to venue and caterer
- [ ] Confirm bus pickup times and route
- [ ] Print wristbands and the check-in list
- [ ] Share the night-of schedule with exec

Week Of *Brief everyone.*

- [ ] Reconfirm every vendor and arrival time
- [ ] Pack a day-of kit (tape, scissors, pins, chargers, cash)
- [ ] Brief your sober monitors and security

Day Of *Run it and enjoy it.*

- [ ] Early vendor load-in and décor setup
- [ ] Check-in table staffed, wristbands ready
- [ ] Run the timeline – then actually enjoy the night
- [ ] Assign the breakdown and cleanup crew

Rather not do all of this yourself?

Greektopia plans and runs the whole thing – venues, vendors, transportation, décor and day-of – often for **less than a chapter spends planning it alone**. Get a free, custom quote in 24 hours at **greektopia.com/plan-now**.