

VICE PRESIDENT I MEMBERSHIP CHAIRMAN (Continued)

**WORKSHEET FOR
PLANNING A RUSH PARTY**

Central theme for Rush Season: _____

Total number of parties: _____

Kind of Parties: _____

Time period for completion: _____

Party being planned: _____

1. INVITATIONS:

a. Plan its design to carry out theme.

b. Set date, time and place.

c. State the purpose of party & what wearing apparel should be.

d. Tell guest if she is to bring anyone or something.

2. PRE-PARTY PREPARATION (Plan who will be in charge of each below)

a. Plan name tags to carry out theme.

b. Plan any favors or decorations that may be needed.

c. Plan any prizes, equipment or other materials needed for the program or entertainment.

d. Set deadline for all of the above to be complete and on location.

3. PROGRAM OR ENTERTAINMENT

Be specific: Guest speaker? Slide or video program? Name games to be played. Contest? Etc.

4. REFRESHMENTS

Be specific: Who is to prepare them? Do all members bring something? Refreshments help carry out theme?

5. TOTAL COST EXPECTED

a. Invitations and postage \$ _____

b. Name tags _____

c. Favors or decorations _____

d. Prizes, equipment, other material _____

e. Program or entertainment expense _____

f. Refreshments _____