



### Event Planning

**Name of Chapter:**

**Issue to be addressed:**

**SUSO Chair:**

**Email address:**

**Date of Event:**

**What other sororities are involved?**

**Have you secured a speaker? Y N**

**Have you determined the location of the event? Y N**

**Have you secured the necessary funds? Y N**

**Have you invited non-Greek women to attend? Y N**

**How will you publicize the event?**

**List any obstacles that you are facing.**

**How can HQ assist you?**

**Please complete and return to Kappa Delta SUSO Coordinator, 3205 Players Lane,  
Memphis, TN 38125**



Monday, December 11<sup>th</sup>.

**For Chapters That Have Not Yet Begun to Plan**

**Name of Chapter:**

**What do you consider to be the reason(s) for why you haven't begun to plan a Stand Up! Stand Out! program?**

**Ideally, when would you like to hold an event on your campus?**

**Is there anything that we can do to help you accomplish that goal?**