Chapter Community Gathering Checklist

Pre-Proposal Checklist

✓ Community Gathering Organizing Committee includes one (1) representative from each collaborating chapter
✓ Host Chapter/Location is identified and is an active SACNAS Chapter, recognized by the SACNAS National Office
✓ Host Location is supportive of your gathering (letters of support will be required)
✓ 3 Potential Dates between January and April

Make sure you have the following ready to submit with your proposal. Asterisks indicate required questions in the proposal form:

❑ Proposed Community Gathering Name*
❑ Host Chapter Name*
❑ Date Chapter was founded
❑ Goals for your Gathering*
❑ Host Location Address (City, State, Zip Code)*
❑ Host Institution Letter of Support*
❑ List of Collaborating Chapters*
❑ Letters of Support from each Collaborating Chapter(s)*
❑ Three (3) Potential Dates*
❑ Event format (in-person or virtual?)*
❑ Maximum occupancy
❑ Expected attendance*
❑ Organizing committee members*
❑ Primary point person name and contact*
❑ Organizing committee plan*
❑ Plan for Native American/Indigenous community engagement (less than 1,000 words)
❑ Plan for accessibility accommodations (less than 1,000 words)
❑ Plan for larger/local community engagement (less than 1,000 words)
❑ Draft agenda*
❑ Target audience (participants)*
❑ Is the host institution providing financial support? (yes/no)*
❑ List of potential partners*
❑ List of existing/confirmed partners*
❑ Draft budget*
❑ Are attendees expected to pay registration fees? (yes/no)*
❑ Transportation plan (if applicable)
❑ Housing plan (if applicable)
❑ Food and beverage plan (if applicable)
❑ Will students be carpooling (driving one another)? (yes/no)*
❑ Will you have name tags, printed materials, awards, merchandise for sale?*
❑ Will you have photography or video? (yes/no)*
❑ Proof of sexual harassment training completion
❑ Marketing and advertising plan
❑ Website URL (if applicable)

**Post-Event Checklist**

The following must be submitted to the SACNAS National Office within 2 months of the conclusion of your gathering:

❑ Final costs of your event (total $)
❑ Final partner/sponsor list including name of institution/company and amount ($) contributed, both financial and other forms of support from partners
❑ List of participants including full name and email address
❑ Evaluation results

Thank you for your interest in Community Gatherings. Please contact: chapters@sacnas.org if you have any questions.