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.