Delta Gamma
1873

2025-26 Calendar Planning Guide

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If you have feedback to improve our calendar planning process or questions, please email Fraternity Director: Member Development at memberdevelopment@deltagamma.org.

General Overview

VP: PROGRAMMING

- Distributes this resource to all chapter management team (CMT) officers.
- Distributes a copy of chapter goals to CMT officers.
- Leads the calendar planning meeting.
- Completes the Anchorbase chapter calendar entry and the vp: programming calendar certification task for the respective academic term.
- Notifies advisory team chair (ATC) or programming adviser that the calendar is complete and ready for an adviser to review and approve the vp: programming calendar certification task.

ALL CMT OFFICERS

- CMT officers are responsible for providing suggested event dates during the calendar planning meeting.
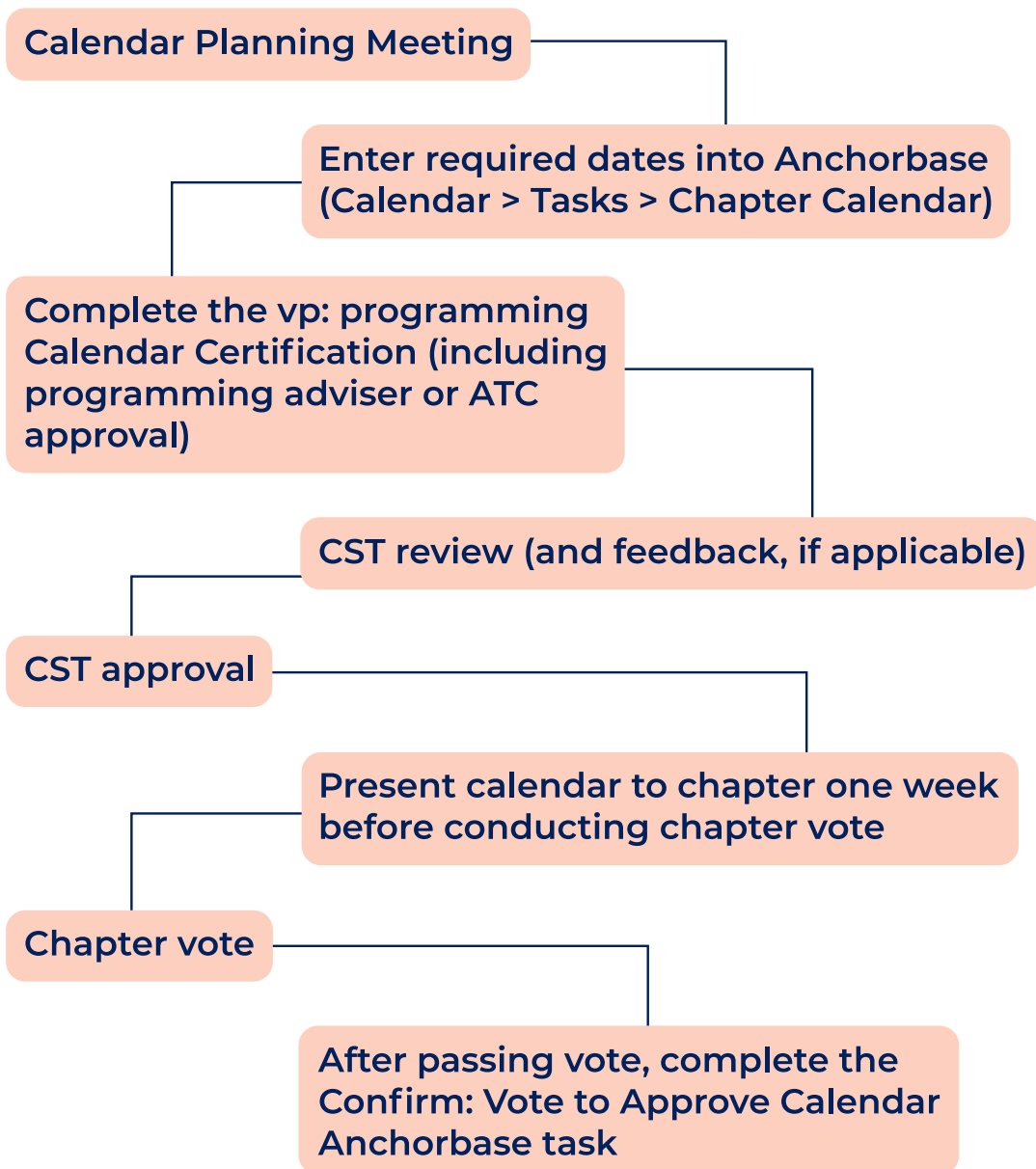
ATC/PROGRAMMING ADVISER

- Attends the calendar planning meeting.
- Reviews the Anchorbase calendar entry and certifies that the calendar is complete and ready for CST review.
- The collegiate success team (CST) will not review the calendar until both vp: programming and the ATC or programming adviser have approved the vp: programming calendar certification task.

PRE-PLANNING CONSIDERATIONS

- Writing the purpose or chapter goal next to each event on the calendar during the calendar planning process to ensure events are aligned with the purpose and chapter goals.
- Be mindful of holidays and special events for different religions and cultures. Do not schedule anchored events on these dates. Reference the Holidays & Days of Recognition Calendar in the Delta Gamma library as needed.
- Try to avoid scheduling anchored events on weekends to allow members to tend to family, academic or job-related responsibilities.
- Schedule no more than one anchored event per week, except during weeks with recruitment or Inspiration and Initiation.
- Try to schedule anchored events on the same night as chapter meetings. Use the Multi-Purpose Programming Resource for ideas on how to maximize members' time.
- If an event is moved to a day other than the typical day of your chapter meeting, there is no need for a programming/activity event or business meeting on your normal meeting day.
  - Short announcements may be made before the weekly anchored event and information may be distributed electronically.
- DG Dialogues or other programming events should take place during a chapter meeting, not after. If needed, condensed chapter business and announcements should take place after the DG Dialogue or programming event.

Calendar Approval Process

Calendar Planning Meeting

Enter required dates into Anchorbase (Calendar > Tasks > Chapter Calendar)

Complete the vp: programming Calendar Certification (including programming adviser or ATC approval)

CST review (and feedback, if applicable)

CST approval

Present calendar to chapter one week before conducting chapter vote

Chapter vote

After passing vote, complete the Confirm: Vote to Approve Calendar Anchorbase task

CHAPTER GOALS

Chapter goals, programming and events should always help us live out the purpose of Delta Gamma. This purpose is stated in **Article II of the Delta Gamma Constitution**. Use this space to write down your chapter's current goals. **Submit your chapter goals and action plans seven days after Step 4 of Article II and Goal Setting.**

"The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character."

CALENDAR DUE DATES

Fall semester/quarter calendars are due **May 1**.

Spring semester/winter quarter calendars are due **November 1**.

Spring quarter calendars are due **March 1**.

Quarter schools may choose to submit their winter quarter and spring quarter calendars together. If submitted together, both calendars are due November 1.

All information must be submitted into Anchorbase, with the vp: programming and ATC certifications completed on or before the date noted above.

For the fall term, if an event is required and is to be held in the winter/spring, you can (a) enter the winter/spring date if you already know it or (b) enter 1/1/2025 as a placeholder and update the date during calendar planning in the fall, prior to submission of your winter/spring calendar.

Please direct any clanedar planning questions to the CST member reviewing your region's calendars.

Region 1 & 2 | Haley Corley at haley.corley@deltagamma.org

Region 3 & 6 | Taylor Johnson at taylor.johnson@deltagamma.org

Region 4 & 5 | Brittany Curtis at brittany.curtis@deltagamma.org

Region 7 & 8 | Hannah Hughes at hannah.hughes@deltagamma.org

Elections and Onboarding

Before you begin entering dates, check your chapter Bylaws and Standing Rules (BLSR).

Date to elect Elections Committee at-large members (should occur during a formal or business meeting 4-6 weeks prior to elections):

Date to collect chapter input on candidates for leadership (formerly recommended slate process, should occur during a chapter meeting 1-2 weeks prior to elections:

Date of first Elections Committee meeting to discuss candidates for CMT and Honor Board (one week prior to elections):

Date of Elections. (should occur during a formal or business meeting on a date noted in your BLSR Article V. Meetings, Section 1):

Date of second Elections Committee meeting to appoint directors (within one week following elections meeting):

Date of Officer Onboarding Workshop (ideally 2-3 weeks after elections):

Date of Officer Installation (should occur during a formal or business meeting the day officers take office):

HONOR BOARD

Honor Board Meetings: Decide what day your Honor Board will meet for the academic year.

Day and Time:

If it changes (e.g., during the term or at the start of a new term), you will need to update this recurring meeting. There may be circumstances where Honor Board is scheduled to meet on a holiday or another day where the meeting is not feasible. Your Anchorbase calendar will not reflect this, but please communicate whether the meeting is canceled or rescheduled with your Honor Board adviser (HBA). *Note: Honor Board meetings may be held virtually.*

SOCIAL EVENTS WITH ALCOHOL

Social events are to be planned according to the Social Event Planning Guide in the library. These are optional events and cannot be required (anchored). Social Events with Alcohol may not occur:

- 24 hours prior to Initiation and Inspiration (I&I), or 24 hours after the Inspiration and Initiation ceremonies and celebration.
- 24 hours prior to, or 24 hours after any fundraising or Foundation event.
- 24 hours after Big/Little Sister Reveal.
- Social event dates, times, and details may change. Please be sure to update your calendar in Anchorbase with all changes. You **do not** need approval for these changes.
- Social events must comply with any applicable local, campus and Fraternity guidelines.

	Term (F/W/S)	Date and Start Time	Details (e.g., time, name, location)	Is I&I or a Foundation fundraiser scheduled less than 24 hours before or after the social event?
Social Event with Alcohol (1)				
Social Event with Alcohol (2)				
Social Event with Alcohol (3)				
Social Event with Alcohol (4)				
Social Event with Alcohol (5)				
Social Event with Alcohol (6)				
Social Event with Alcohol (7)				
Social Event with Alcohol (8)				
Social Event with Alcohol (9)				
Social Event with Alcohol (10)				

Social Event with Alcohol (11)			
Social Event with Alcohol (12)			
Social Event with Alcohol (13)			
Social Event with Alcohol (14)			
Social Event with Alcohol (15)			
Social Event with Alcohol (16)			
Social Event with Alcohol (17)			
Social Event with Alcohol (18)			
Social Event with Alcohol (19)			
Social Event with Alcohol (20)			

CAMPUS DATES AND IMPORTANT EVENTS

Note: Some programming tasks may need to be held virtually. Review the Virtual Programming Guide in the library.

These dates should be kept in mind when planning your chapter calendar. They will also be utilized to assist with Collegiate Development Consultant (CDC) scheduling.

Fall Class Begin:

Spring Class End:

Final Exams Start Date (Fall):

Final Exams End Date (Fall):

Final Exam Start Date (Winter):

Final Exam End Date (Winter):

Final Exam Start Date (Spring):

Final Exam End Date (Spring):

Return to Campus (Fall):

Return to Campus (Winter):

Return to Campus (Spring):

Fall Break Begins:

Fall Break Ends:

Thanksgiving Break Begins:

Thanksgiving Break Ends:

Winter/Holiday Break Begins:

Winter/Holiday Break Ends:

Spring Break Begins:

Spring Break Ends:

Holiday – No Classes:

Holiday – No Classes:

Holiday – No Classes:

Holiday – No Classes:

Important Campus Event:

Important Campus Event:

Conflict for CDC Visit Start:

Conflict for CDC Visit End:

Conflict for CDC Visit Start:

Conflict for CDC Visit End:

There are several spaces for the entry of "additional items." Use those spaces only if you have additional items that do not fit in the provided forms. Consult all other tasks to ensure there is not a space for this calendar item before adding events to this section. *If your chapter has a Values and Ethics Lectureship, please add that as an Important Campus Event or an Additional Item.*

CHAPTER MEETINGS

Input the date and time of each chapter meeting and select whether you are having a formal meeting, a business meeting or planning another activity. Consider creative ways to share important chapter information. For example, consider a newsletter or video for sharing updates. That way, when you meet, you can handle business and/or use the time to foster connection.

Complete the table below to ease entry into Anchorbase using the selections below:

- Formal (used for rituals)
- Business (used for elections or other votes)
- Adviser recognition
- Article II – Step 2
- Article II – Step 4
- Collumnae Event
- DG Dialogue Program
- Foundation Education

- Member Education
- Recruitment Preparation Workshop
- Panhellenic/Interfraternal sponsored/organization program
- Scholarship Recognition
- Senior Programming Event
- Sisterhood Event
- Social Event without Alcohol

	Date	**Selection** (see above for selections)
Fall Chapter Meeting (1)		
Fall Chapter Meeting (2)		
Fall Chapter Meeting (3)		
Fall Chapter Meeting (4)		
Fall Chapter Meeting (5)		
Fall Chapter Meeting (6)		
Fall Chapter Meeting (7)		
Fall Chapter Meeting (8)		
Fall Chapter Meeting (9)		
Fall Chapter Meeting (10)		
Fall Chapter Meeting (11)		
Fall Chapter Meeting (12)		
Fall Chapter Meeting (13)		
Fall Chapter Meeting (14)		
Fall Chapter Meeting (15)		

	Date	Selection (see below for selections)
Winter/Spring Chapter Meeting (1)		
Winter/Spring Chapter Meeting (2)		
Winter/Spring Chapter Meeting (3)		
Winter/Spring Chapter Meeting (4)		
Winter/Spring Chapter Meeting (5)		
Winter/Spring Chapter Meeting (6)		
Winter/Spring Chapter Meeting (7)		
Winter/Spring Chapter Meeting (8)		
Winter/Spring Chapter Meeting (9)		
Winter/Spring Chapter Meeting (10)		
Winter/Spring Chapter Meeting (11)		
Winter/Spring Chapter Meeting (12)		
Winter/Spring Chapter Meeting (13)		
Winter/Spring Chapter Meeting (14)		
Winter/Spring Chapter Meeting (15)		

DG DIALOGUES

Schedule at least one of each DG Dialogue Program type per academic year. Note: only 4 programs are required but more can be conducted. For each, choose one program from the DG Dialogues Program Guide. This program should occur **during a programming/activity meeting**.

Small Group Facilitator Training should occur prior to first DG Dialogue Program, preferably before return to campus or during first few weeks of school.

Please refer to the DG Dialogues Program Guide in the library for more information. DG Dialogues can be done virtually or in a hybrid format.

	Date	Time	Description
Small Group Facilitator Training			
DG Dialogues: Friendship			
DG Dialogues: Friendship			
DG Dialogues: Educational & Cultural Interests			
DG Dialogues: Educational & Cultural Interests			
DG Dialogues: Social Responsibility			
DG Dialogues: Social Responsibility			
DG Dialogues: Character			
DG Dialogues: Character			

Tip: Consult with vp: Panhellenic to determine whether any events required by Panhellenic can be used for one or more of the DG Dialogues.

FRIENDSHIP

• Behind Happy Faces (Talk To a Sister)
• Campus Program
• Chapter-Developed Program
• Fireside
• Lifelong Membership
• My Story
• The Importance of Empathy
• The Oath and Me
• Vital Friendships
• You Can Help a Sister **
• Your Leadership Story

EDUCATION & CULTURAL INTERESTS

• Budgeting Basics
• Campus Program
• Chapter-Developed Program
• Delta Gamma History
• Learning Outside the Classroom
• Personal Finances in a Nutshell
• Redefine the Path **
• Social Identities 101
• Social Justice Issues: Race and Ethnicity
• The Importance of Language

SOCIAL RESPONSIBILITY

- Alcohol Skills Training Program (ASTP)
- Campus Program
- Chapter-Developed Program
- Letting Go of "You Do You"
- Mock Trial **
- Safe Medication Practices For Life - Prescription Opioids
- Safe Medication Practices For Life - Prescription Stimulants
- Sex, Gender, and Sexual Identity
- Supporting Survivors of Sexual Assault

CHARACTER

- Because I Said I Would: The Importance of a Promise
- Behind Happy Faces: Understanding Mental Health
- Campus Program
- Chapter-Developed Program
- Difficult Conversations
- Human Dignity Workshop **
- Lectureship in Values and Ethics Processing **
- The Science of Character

*** : denotes a rotational program that can only be selected if your chapter has been notified that a facilitator will be visiting your chapter to facilitate this program or if your chapter has a Lectureship program.*

KEY CHAPTER DATES

Founders Day: Founders Day should occur during the spring, as close to March 15 as possible. Work with the local alumnae group(s) for an enriching Founders Day experience. If alumnae are involved, this counts as the chapters collumnae event requirement. Review the Founders Day: Planning Guide for more information. Founders Day may be held virtually.

Date of Founders Day Celebration:

Note: Reach out to local alumnae chapter(s) in the summer prior to Founders Day to secure a date that works for all participants.

Tip: Consider including scholarship recognition, senior recommitment or adviser appreciation at Founders Day to achieve multi-purpose programming.

Chapter Retreat (optional)

Date of Chapter Retreat:

Details of Chapter Retreat:

Plan a chapter retreat that includes a sisterhood event and one or more other required events (e.g., from the Anchor list), such as a DG Dialogue, a recruitment preparation workshop, Foundation awareness event, service project or the like to achieve multi-purpose programming objectives. Chapter retreat can be done virtually. All events need to comply with local/university guidelines.

New Member Pursuits

New Member Pursuit 1 (fall)

- **New Member Pursuit**: Refer to the New Member Pursuit Facilitator's Guide in the library for guidelines to assist with combining weeks for shortened New Member Pursuit for chapters that are required by campus rules to have a shortened new member pursuit experience.
- **Small Group Facilitator Training**: This is required for all small group facilitators should be held prior to the start of Bid Day for members selected.
- **New Member Retreat**: This is an optional activity that occurs during week four or five of the New Member Pursuit. Check with your chapter's member education adviser or ATC for approval.
- **Big Sister Training**: Training should be held in week four (and before Big/Little matching) for all potential big sisters. Big sisters should sign the Big/Little Promise Form in the library and review all expectations of the big/little relationship.
- **Big/Little Reveal**: Big/Little Reveal should occur during week six of the new member period. It should not be a surprise to the new members nor labeled as a different event on the calendar.

Small Group Leader Training Date:

New Member Meeting – Intro 1:

New Member Retreat:

New Member Meeting – Week 1:

New Member Meeting – Week 2:

New Member Meeting – Week 3:

New Member Meeting – Week 4:

New Member Meeting – Week 5:

New Member Meeting – Week 6:

Big/Little Reveal Date:

New Member Meeting – Week 7:

New Member Meeting – Week 8:

New Member Meeting – Week 9*:

Week 8 should occur before Initiation and Week 9 should occur after Initiation*

New members recruited through Continuous Open Bidding (COB) can join up to week three of an existing new member period. Since new members are attending both new member meetings and chapter meetings, new members can choose two chapter meetings to miss. Excused absence reasons from BLSRs do not apply to these absences.

New Member Pursuit 2 (winter/spring)

Small Group Leader Training Date:

New Member Meeting – Intro 1:

New Member Retreat:

New Member Meeting – Week 1:

New Member Meeting – Week 2:

New Member Meeting – Week 3:

New Member Meeting – Week 4:

New Member Meeting – Week 5:

New Member Meeting – Week 6:

Big/Little Reveal Date:

New Member Meeting – Week 7:

New Member Meeting – Week 8:

New Member Meeting – Week 9*:

Week 8 should occur before Initiation and Week 9 should occur after Initiation*

Rituals

New Member Rituals 1 (fall)

Pi Alpha must occur within seven days of Bid Day.

Date of Bid Day:

Date of Pi Alpha Ceremony:

Note: Consider scheduling Pi Alpha on Bid Day.

Inspiration & Initiation

- **Initiation Rehearsal/Practice**: This practice is held prior to Initiation and is required for big sisters/sponsors and any officer or member with a speaking part.
- **Inspiration**: Inspiration is held the day before Initiation. The event must occur between 9 a.m. and 10 p.m. and within seven days of the week eight new member meeting.
- **Initiation**: The event must occur between 9 a.m. and 10 p.m. and within seven days of the week eight new member meeting.
- **Initiation Celebration**: This celebration is held immediately following Initiation. No events with alcohol may be scheduled 24 hours prior to the Initiation Celebration or 24 hours after.

Initiation Rehearsal/Practice Date & Time:

Inspiration Date & Time:

Initiation Date & Time:

Initiation Celebration Date & Time:

No events with alcohol may be scheduled 24 hours prior to Inspiration/Initiation or 24 hours after.

If you have multiple new members classes per term or during the year, print/complete multiple copies of the sections 1-3.

New Member Rituals 2 section (winter/spring)

Pi Alpha must occur within seven days of Bid Day.

Date of Bid Day:

Date of Pi Alpha Ceremony:

Initiation Rehearsal/Practice Date & Time:

Inspiration Date & Time:

Initiation Date & Time:

Initiation Celebration Date & Time:

Recruitment

Recruitment Preparation Workshops (RPW): Refer to the Recruitment Confidential in the library for additional details associated with each of the RPWs below.

RPW #1 – Continuous Recruitment and Retention

Date of RPW #1:

- This workshop is created to educate chapter members on the purpose of continuous recruitment and assist members in identifying women on campus who demonstrate Delta Gamma's values. Members will be able to identify actions that they can begin doing to increase member retention.
- The director of continuous recruitment or the vp: membership is responsible for the facilitation of this workshop.
- This RPW should be the first recruitment-related workshop held following your primary recruitment period.
- This workshop was created in two smaller workshops. You have the option to complete both together for a total of 90 minutes or present them separately. If you choose to present them together, please be mindful to give a break in between the workshops and allow new members to leave during the Retention workshop.
- Consider hosting the workshops during activity chapter meetings.

RPW #2 – Purpose and Strategy

Date of RPW #2:

- This workshop is designed to help members identify and communicate the purpose of recruitment. Chapter members will better understand the strengths and opportunities that their chapter has in recruitment. Members will identify ways to improve as a chapter and as an individual.
- The vp: membership is responsible for the facilitation of this workshop. This workshop was created in two smaller workshops. You have the option to complete both together for a total of 90 minutes or present them separately. If you choose to present them together, please be mindful to give a break in between the workshops. The Purpose workshop is 45 minutes and the Strategy workshop is 55 minutes.
- Consider hosting the workshops during activity chapter meetings.

RPW #3 – Chapter Branding

Date of RPW #3:

- This workshop is designed to help members identify and solidify their chapter's unique brand. Members will be able to articulate and reflect this brand throughout the year.
- The vp: membership and/or the director of social media are responsible for the facilitation of this workshop.
- This workshop is 90 minutes.

RPW #4 – Storytelling

Date of RPW #4:

- This workshop is designed to help members develop strong storytelling skills to better express their 'why Delta Gamma' stories.
- The vp: membership is responsible for the facilitation of this workshop.
- This workshop is 90 minutes.

RPW #5 – Logistics 1

Date of RPW #5:

- This workshop is designed to educate members on recruitment rules and develop confidence in rotations.
- The vp: membership and director of primary recruitment are responsible for the facilitation of this workshop.
- This workshop is 90 minutes.
- It is recommended to host this workshop out of where your chapter recruits. If your chapter recruits in a university rented space, be sure to reserve your room early.

RPW #6 – Logistics 2

Date of RPW #6:

- This workshop is designed to facilitate practice for the most important round of recruitment: preference.
- The vp: membership is responsible for the facilitation of this workshop.
- This workshop is 90 minutes.
- This workshop requires members to practice the preference round in full time. It is recommended to host this workshop out of where your chapter recruits. If your chapter recruits in a university rented space, be sure to reserve your room early.

Recruitment Preparation Week: Concentrated block of time in the one to two weeks leading up to primary recruitment. Should be 20+ hours total. Foundation Education for Recruitment (formerly titled Anchors Away) must be held during Prep Week. Consider scheduling one or more Recruitment Preparation Workshops during Recruitment Preparation Week (e.g., RPWs #4-6)

Recruitment Preparation Week – Start:

Recruitment Preparation Week – End:

Primary Recruitment Rounds: Consult campus Panhellenic for recruitment schedule. If the recruitment round begins and ends on the same day, put the same date for the begin and end date.

Primary Recruitment Round 1 – Start:

Primary Recruitment Round 1 – End:

Primary Recruitment Round 2 – Start:

Primary Recruitment Round 2 – End:

Primary Recruitment Round 3 – Start:

Primary Recruitment Round 3 – End:

Primary Recruitment Round 4 – Start:

Primary Recruitment Round 4 – End:

Primary Recruitment Preference – Start:

Primary Recruitment Preference – End:

Primary Recruitment Bid Day:

Continuous Open Bidding (COB): All chapters must include at least one COB event on calendar, even if the event is not anticipated. Consult with your membership adviser and your RCRS/CRC/NCRC to determine how many COB events your chapter should schedule.

COB Event #1:

COB Event #2:

COB Event #3:

COB Event #4:

COB Preference Event:

COB Bid Day:

EVC TRANSITION WORKSHOPS

EVC Transition Workshop Part 1: EVC reflects on strengths and opportunities following the recruitment period they lead. For fall primary recruitments, held following bid day and before formal transition workshop. For deferred recruitments, held following bid day.

EVC Transition Workshop Part 2: Incoming and outgoing EVC collaborate on chapter's recruitment efforts and goals. For fall primary recruitment, held following formal transition workshop. For deferred recruitment, held following part 1.

FUNDRAISING EVENTS

Signature Foundation Fundraiser #1: Schedule a minimum of one Signature Fundraiser which is a large-scale fundraiser (i.e., Anchor Splash/Anchor Games) that involves all member participation and execution each academic year. These events may be held virtually.

Date and Time of Signature Foundation Fundraiser:

If the chapter wants to schedule small **lead-in fundraisers** (i.e., food sales, percentage nights at restaurants, penny wars) the week leading up to the chapter's Signature Fundraiser, input each event under Lead-In Event. These events may be held virtually.

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Note: No events with alcohol may be scheduled 24 hours prior to or 24 hours after Foundation fundraisers.

Signature Foundation Fundraiser #2: Schedule a minimum of one Signature Fundraiser which is a large-scale fundraiser (i.e., Anchor Splash/Anchor Games) that involves all member participation and execution each academic year. These events may be held virtually.

Date and Time of Signature Foundation Fundraiser:

If the chapter wants to schedule small **lead-in fundraisers** (i.e., food sales, percentage nights at restaurants, penny wars) the week leading up to the chapter's Signature Fundraiser, input each event under Lead-In Event. These events may be held virtually.

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Date of Lead-in Event:

Note: *No events with alcohol may be scheduled 24 hours prior to or 24 hours after Foundation fundraisers.*

Non-Signature Foundation Fundraisers: Schedule a minimum of one Non–Signature fundraiser which is a small-scale fundraiser that is planned and executed by a committee or group of Foundation officers/directors each academic year. These events may be virtual.

Date of Non-Signature Foundation Fundraiser #1:

Lead-in Event (optional):

Date of Non-Signature Foundation Fundraiser #2:

Lead-in Event (optional):

Date of Non-Signature Foundation Fundraiser #3:

Lead-in Event (optional):

Date of Non-Signature Foundation Fundraiser #4:

Lead-in Event (optional):

Note: *No events with alcohol may be scheduled 24 hours prior to or 24 hours after Foundation fundraisers.*

Note: Values and Ethics Lectureship: If your chapter has a Values and Ethics Lectureship, please add that as a key Campus Event and as a DG Dialogue, if applicable.

Certifications

After each officer has entered their information into Anchorbase, the vp: programming and an adviser (ATC or programming adviser) are required to review the calendar and complete their respective certification tasks. Your calendar will be submitted for CST review when the necessary certification tasks are complete.

In Anchorbase, you will be asked to certify the following:

- I certify that I have reviewed the calendar to ensure that all calendar entries meet our chapter goals. To review your chapter goals, look at your Chapter Watchword, Goals, and Plans task submission in Anchorbase.
- I certify that I have reviewed the calendar to ensure that all calendar entries align with Article II of the Delta Gamma Constitution
- I certify that I have reviewed the calendar to ensure that all calendar entries comply with policy and procedure. In performing this review, consider the following:
  - Collegiate Alcohol Policy
    - Social events with alcohol (registered or unregistered) are not permitted 24 hours prior to a fundraising event hosted by a collegiate chapter or 24 hours after a fundraising event hosted by a collegiate chapter.
    - Social events with alcohol (registered or unregistered) hosted by a collegiate chapter are not permitted 24 hours prior to Inspiration/Initiation.
    - Alcohol may not be present at any post-ritual activities (registered or unregistered), whether for an individual pairing, "family" or larger group for 24 hours following the conclusion of Initiation/Celebration. The Celebration is to be an alcohol-free event.
    - No events with alcohol should occur between Inspiration and Initiation.
    - Post-ritual activities (whether for an individual pairing, "family" or larger group) where alcoholic beverages are available are not permitted for 24 hours following Big/Little Sister Reveal.
  - Election Timeline: Remember, date of election is set by chapter BLSR and Elections Handbook in the library sets out the rest.
  - New Member Pursuit: New Member Pursuit Facilitator Guide in the library sets out the timeline for new member meetings.
- I certify that I have reviewed the calendar and that the calendar is balanced. In performing this review, consider:
  - Are we making good use of our chapter member's time during chapter meeting and using that time to complete required tasks and programs?
  - Are we asking our members to be at required events more than one time per week?
  - Are we planning too many mandatory events on weekends?
  - Can we combine two or more events into a single meeting or activity? Don't forget to consult the Multi-Purpose Programming Guide in the library.