

Sigma Tau Gamma Fraternity
Regional Conclave Worksheet

LONG TERM CALENDAR

12 Months

Conclave Location:

10 Months

Date:

Schedule Information

RFPs Out

9 Months

Select Facility:

Sign Contract

6 Months

Save the Date to Alumni

Invitations to Chapters

Build Budget

3 Months

A/V Requirements

Meal Details

Invitations to Alumni

Invitations to Advisors

Reminders to Chapters

Order Favors

1 Month

Hotel Reservation Deadline:

Meeting Registration Deadline:

1 Week

Final Guarantees (staff)

SCHEDULE INFORMATION

(List number and size of rooms or meal count and format)

Friday Dinner/Snack:

Friday Evening Program

Saturday Breakfast:

Saturday Morning Program:

Saturday Lunch:

Saturday Afternoon Program:

Saturday Dinner:

Saturday Evening Program:

Sunday Breakfast:

Sunday Morning Program:

PROGRAM REQUIREMENTS

Large Group Workshops

Fraternity Group (all)

Dynamic Recruitment

Ideals and Principles

Risk Management

Region Specific (optional)

Path of Principles

Finance

Small Group Workshops

Fraternity Group (all)

Budgeting

Risk Management

Path of Principles

Omega Financial

Region Specific (optional)

Judicial Board

Engaging Alumni

History & Heritage

Ritual

Fraternity Group

Opening Meeting Ritual

Closing Meeting Ritual

Chain of Honor Ceremony

Region Specific (as needed)

Initiation

4th Degree

Chain of Honor

Eternal Light

For Alumni

Volunteer for SigTau

Alumni Associations

Speakers

State of the Fraternity

State of the Region

Foundation Update

Semi-Formal Meal Remarks

Other

Brotherhood Activity

Judicial Board (as needed)

Awards Program

Alumni Reception

DON'T FORGET

Awards

Ritual Scripts

Ritual Kits and Candles

Behavior Agreements

Flags

CSM and Alumni Pins

Favors

Nametags

Pens

Your Ritual Stole