

Grand Valley State University – Fraternity & Sorority Life

Event Description

Updated: June 2023

Things to consider while writing your event description:

1. Are the key points and important times specified?
2. What is the theme of this event?
 - o Is that being properly portrayed to the guests attending?
3. What features will be present at the event? (Wall for pictures, confetti, etc.)
4. What will you be doing at the event? (Photo booth, dance floor, plated dinner, superlatives)
5. Is the venue/organization supplying wristbands? (If so, attach a photo of the wristbands being used for approval)
6. Are you creating shirts, marketing, advertising? (If so, attach a photo for approval)

Event Description Example:

The registered event will be held at the **[Blank]**. The event starts at **XX:PM** on **XX/XX/XXXX** and will go until **XX:PM** on **XX/XX/XXXX**. It is a **[Blank]** themed event with the name being **[Blank]**. There will be food and drinks provided in **[Insert Location]**. There will be **music and dancing and a photo booth area**.

Timeline of Events:

January 28, 2023

6:00pm: Meet at Chapter Facility

6:30pm: Leave for Venue

7:00pm: Arrive at Venue

7:30pm: Eat Dinner

8:00pm: Dancing, Photo Booth, Superlatives

9:15pm: Leave Venue to Chapter Facility

9:45pm: Arrive at Chapter Facility from Venue