



During this time you may have had to postpone or cancel philanthropy events. Here are a few things to keep in mind as you move forward

Postponed Events

1. **Communicate** event updates to your guests. If your event is being held later this academic semester, be flexible. You may need to further postpone or cancel based on the status of COVID-19 and recommendations from the CDC. Be sure to fill out a Submit Your Event form with the new date when known!
2. **Offer** guests the option to save their purchased tickets for a future event. If a guest declines, offer them a refund for their ticket and remember to thank them.
3. **Touch base** with your event contacts and review contracts (i.e. venues, catering, entertainment). Keep your advisors in the loop and direct questions insurance or contract questions to Mick McGill at MmcGill@holmesmurphy.com.

Canceled Events

1. **Communicate** the cancellation with your heartfelt regrets. The health and safety of your chapter, guests, and the community are of utmost priority. Let your guests know that it's with a heavy heart that you are canceling the event and thank those who had given their time — their support should not go unnoticed!
2. **Honor** requested ticket refunds. Ask guests if they would like to forgo their refund to offset any cancellation costs to the chapter. If you're using GiveSmart for the event, don't forget to close your event and request for the remainder of collected funds to be disbursed. The chapter will receive any ticketing sales and donations will be sent to Alpha Phi Foundation.
3. **Plan** for the future. Talk to your advisors about what the philanthropy calendar may look like for the 2020-2021 academic year and prepare as needed. Assess what events are most important to have, and what can be passed down to the next VPCR as a possible event.

Need additional help? Email chaptergiving@alphaphifoundation.org.