Freshman Picnic Check List

1) Decide to hold the event at least 3 months before the event

2) Decide on a budget

3) Pick a date - the best time is last weekend in July or first weekend in August as the kids usually have their dorm assignments then.

4) Pick a venue - a park is nice or a restaurant with some outdoor space - a cook out is easy, fun and inexpensive. Make sure to have tables and chairs and maybe a tent if it's really hot.

5) 2 months before get a list of incoming freshmen from your area (including addresses) from MSU (I know Ron gets them for us, but I'm not sure where he gets them from - probably the registrar's office).

6) Send out invites six weeks in advance - invite family members to attend too.

7) Make sure the invites have a phone number and an email address to rsvp to

8) Plan some activities. Suggestions: MSU trivia Game, singing the fight song, volleyball, etc.

9) Get some prizes and maybe t-shirts to give away to every incoming student. Maybe invite Sparty to attend.

10) Make sure to welcome everyone to the event. Talk about the club, a little about MSU and the importance of getting involved with the Alumni Association early.

11) Make sure to have people sign in and get email addresses.

12) Remember to thank everyone for coming