

## **Lambda Kappa Sigma – Delta Chapter**

### **“How To” Host a Pageant Fundraiser Event**

**About our event:** The Dr. Salk Hall Competition is an inter-professional competition to raise money for LKS’s philanthropy and other charities. Pitt’s pharmacy and dental medicine programs share the same campus building, Salk Hall, so we brought our pharmacy and dental students together to compete for the title of “Dr. Salk Hall” in a pageant-style competition. The three rounds include an introduction where the contestant’s bio is read, a talent performance, and a professional wear and interview round. The event is judged by faculty members from each school.

#### **Planning the event:**

##### **3-4 months before**

- Form your committee of sisters. It is also very helpful to have a smaller group of 2 to 3 sisters, such as event co-chairs, to work closely together throughout the entire planning process and be in charge of the committee, instead of depending on only one sister.
- Choose your date
- Decide on your budget
- Create an event-specific email to use only for all communications (ex: drsalkhall@gmail.com)
- Draft letter to ask local businesses for donations (food, raffle items, etc.) if needed

##### **2 months before**

- Decide on event details – location, number of contestants, rounds of competition, refreshments, etc.
- Recruit contestants
  - Send an email to schools
  - Recruit from other fraternities
  - Make announcements in classes
  - Have contestants email with their interest
- Ask faculty judges to participate
- Ask student emcees to participate
- Begin asking local businesses for donations if needed
- Reserve room at event location for the event and dress rehearsal
- Design T-shirts and order them if applicable

##### **1 month before**

- Create a Facebook event page with event details
- Continue collecting donations from local businesses
- Hold contestant meeting to go over event details and expectations
- Have contestants submit their performance plans and needs (ex: music tracks, equipment, props, etc.)
- Create lists of interview questions for interview round if applicable

- Begin working on program
- Decide on and purchase prizes if applicable (trophy, sash, crown, etc.)
- Create a list of tasks for volunteers during the event
- Decide on and order refreshments if applicable

### **2 weeks before**

- Submit room set-up requests for event location if applicable
- Hang flyers throughout the school
- Create judging criteria sheets for the event judges
- Purchase gifts for event judges if needed

### **1 week before**

- Create baskets with raffle items if applicable
- Create posters for event

### **Days before**

- Email out a reminder to students and faculty
- Hold a dress rehearsal with contestants with sound, props, exiting/entering stage, etc.
- Finalize and print program