



DELTA TAU DELTA
EPSILON MU CHAPTER

Epsilon Mu Historical Archive Checklist

Information, Spreadsheets, & Data

- ▶ Brother Pin & Info Roster
- ▶ Executive Board
- ▶ Presidents
- ▶ Committee Chairman
- ▶ Sweetheart
- ▶ National Awards & Accreditations
- ▶ Campus Awards & Accreditations
- ▶ Room Assignments
- ▶ Big Bro & Lil Bro
- ▶ "Of The Year" & Brother Awards (FOTY, SOTY, BOTY, etc)
- ▶ Chapter Minutes
- ▶ Executive Meeting Minutes
- ▶ Honor Board Minutes
- ▶ FAAR
- ▶ Newspaper Articles & Stories
- ▶ Save at least 2 composites each year
- ▶ Updated Chapter Bylaws
- ▶ Chapter Finance Budget & Statement
- ▶ Save at least 3 copies of each issue of The Iris Newsletter
- ▶ Pledge Test & Exams

Photos

- ▶ Annual Photos of Each Room
- ▶ Annual Photos of the Inside of the Shelter
- ▶ Annual Outside Photos of the Shelter & Yard in the Spring
- ▶ Annual Outside Photos of the Shelter & Yard in the Fall
- ▶ Annual Outside Photos of the Shelter & Yard in the Winter
- ▶ A Group Photo of the Fall Pledge Class (*Formal Dress*)
- ▶ A Group Photo of the Fall Pledge Class (*Casual Dress*)
- ▶ A Group Photo of the Spring Pledge Class (*Formal Dress*)
- ▶ A Group Photo of the Spring Pledge Class (*Casual Dress*)
- ▶ A Group Photo of the Executive Board (*Formal Dress*)
- ▶ Group Photo of all the Brothers in front of the house/sign
- ▶ Take photos at each Philanthropy Event & collect other photos
- ▶ Take photos at each Formal Event & collect other photos
- ▶ Take photos & videos of Special Guest or Guest Speakers

Intramurals & Sports

- ▶ Take photos & videos at each type of intramural sporting event.
- ▶ Take athletic photos & videos at the Delt House Front Yard
- ▶ Keep a spreadsheet of members of each team for each year
- ▶ Save any awards, ribbons, plaques, etc.

Delt Philanthropy Events

- ▶ Group Photo of Brothers
- ▶ Event Ticket
- ▶ Brochures/Flyers
- ▶ Souvenirs
- ▶ Photos
- ▶ Wristbands

- ▶ Awards
- ▶ T-Shirt
- ▶ Videos

Other Greek & Philanthropy Events

- ▶ Team/Group Photo
- ▶ Event Ticket
- ▶ Brochures/Flyers
- ▶ Souvenirs
- ▶ Photos
- ▶ Wristbands
- ▶ Awards
- ▶ T-Shirt
- ▶ Videos

Formals & Dances

- ▶ Group Photo of Brothers
- ▶ Venue/Boat Tickets
- ▶ Brochures/Flyers
- ▶ Souvenirs
- ▶ Photos
- ▶ Wristbands

Rush

- ▶ Brochures/Flyers
- ▶ Photos & Videos from Rush Week Events
- ▶ Potential Rush Interview Videos
- ▶ Pledge Forms
- ▶ T-Shirt

Senior Chapter

- ▶ Photos & Videos of the Senior Brother
- ▶ Group Photo of the Senior Brothers
- ▶ List of what got pasted down & to who

Pledge Initiation Night

- ▶ Group Photo of the New Initiates
- ▶ Photos & Videos of Burning the Letters

Big Bro Night

- ▶ Group Photo of the brothers
- ▶ A photo of each of the Big & Lil Bro

Homecoming

- ▶ Group Photos of the Brothers
- ▶ T-Shirt
- ▶ Take Photos & Videos of the Alumni
- ▶ Have Alumni Fill Out The "Brother Info Form"

Tailgating

- ▶ Take photos & videos at each tailgate event
- ▶ Group Photos of the Brothers

Dad's Day

- ▶ Take lots photos & videos
- ▶ Group Photo of the Brothers & Dad's
- ▶ Invitations, Flyers, Letters, etc.
- ▶ Souvenirs

Mom's Day

- ▶ Take lots photos & videos
- ▶ Group Photo of the Brothers & Moms
- ▶ Invitations, Flyers, Letters, etc.
- ▶ Souvenirs

Parents Weekend

- ▶ Take lots photos & videos
- ▶ Group Photo of the Pledges with their Parents
- ▶ Take a photo of each pledges with their parent
- ▶ Invitations, Flyers, Letters, etc.
- ▶ Souvenirs

Northern Division Conference

- ▶ Take lots photos & videos
- ▶ List of Brother that Attend
- ▶ Group Photo of Brothers
- ▶ Event Ticket
- ▶ Brochures/Flyers
- ▶ Souvenirs
- ▶ Photos
- ▶ Wristbands
- ▶ Awards
- ▶ T-Shirt
- ▶ Videos

Karnea Convention

- ▶ Take lots photos & videos
- ▶ List of Brother that Attend
- ▶ Group Photo of Brothers that Attend
- ▶ Event Ticket
- ▶ Brochures/Flyers
- ▶ Souvenirs
- ▶ Photos
- ▶ Wristbands
- ▶ Awards
- ▶ T-Shirt
- ▶ Videos

Sweetheart Serenade & Election Unveiling

- ▶ Take lots photos & videos
- ▶ Record us singing the Sweetheart Song
- ▶ Take a group photo with the new sweetheart & all the brothers

Pledge Class & Hell Week

- ▶ Take photos of pledges working on their pledge class project
- ▶ Take photos & videos of the LaFollette Breakfast walk

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