

Event Planning Checklist

Event Information			
Event Name:			
Event Date/Time:			
Event Location:			
Department/Oversight:			
Funding Source:		Budget:	
Guests:	# Campus	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Off

General Requirements			
Online Calendar Posted:			
Additional Consultation, if needed:			
Campus Safety Notified:		Other Pertinent Needs:	

Room Reservation	
Location(s):	
Dates/Times Requested:	
Request Submitted:	
Confirmation Received:	
Set Up Needs:	<input type="checkbox"/> Tables <input type="checkbox"/> Schematic Drawings <input type="checkbox"/> Chairs <input type="checkbox"/> Dining Services Request (if needed) <input type="checkbox"/> A/V Equipment

Facilities Management			
Request Details:	<input type="checkbox"/> Tables	<input type="checkbox"/> Podium	
	<input type="checkbox"/> Chairs	<input type="checkbox"/> Tents (outdoor)	
	<input type="checkbox"/> Flags/Banners	<input type="checkbox"/> Schematic drawings	
Set-up Date/Time:		Breakdown Date/Time:	
Request Submitted:		Confirmation Received:	
Work Order #:			

Catering	
<input type="checkbox"/> Dining Services	Set Up Time:

Food/Beverage Needs:	<input type="checkbox"/> Reception <input type="checkbox"/> Plated <input type="checkbox"/> Buffet		
<input type="checkbox"/> Alcohol/Bartender (through Dining Services)	<input type="checkbox"/> Beer/Wine <input type="checkbox"/> Full Bar (Host) <input type="checkbox"/> Full Bar (Cash)		
Set-up Time:		Breakdown Time:	
Request Submitted:		Invoice #:	
<input type="checkbox"/> Outside Catering:	<input type="checkbox"/> Request Submitted _____ <input type="checkbox"/> Approval Received _____		

Media Services				
AV Needs:	<input type="checkbox"/> Tech Support On-Site <input type="checkbox"/> Set-up Only			
Set-up Date/Time:		Sound Check Date/Time:		Breakdown Date/Time:
Request Submitted:		Confirmation Received:		

Campus Safety	
Contacted Campus Safety:	
Parking Needs:	
Security Needs:	
Signage Needs:	
Submitted Itinerary:	
<input type="checkbox"/> Included on Event Registration	

Marketing/Communications			
Communications/ Publicity:	<input type="checkbox"/> Social Media	<input type="checkbox"/> Newsletters	<input type="checkbox"/> News/Newspaper
	<input type="checkbox"/> Printed Invitations	<input type="checkbox"/> Email Invitations	<input type="checkbox"/> Online RSVP
	<input type="checkbox"/> Presentation	<input type="checkbox"/> Video	<input type="checkbox"/> Paid Advertisement
	<input type="checkbox"/> Online Calendar	<input type="checkbox"/> Calendar Booklet	<input type="checkbox"/> Daily Mail
Other Needs:	<input type="checkbox"/> Design Request Submitted		<input type="checkbox"/> Media Interviews

Miscellaneous	
<input type="checkbox"/> Nametags	
<input type="checkbox"/> Place Cards	

