EVENT CHECKLIST

EVENT TITLE: ____________________________________________________________

EVENT SPONSOR:
Contact name: __________________________________________________________
Department: ____________________________________________________________
Phone: __________________ Fax: __________________ E-mail: ______________________

EVENT LOCATION: __________________________________ Room #: ____________

DATE RESERVED: _________ DATE CONFIRMED: _________ KEYS/ALARM OFF: _______

EVENT DATE: _______________ START TIME: _______________ END TIME: __________
__ Confirm with key participants
__ Add to University Calendar
__ Add to president’s, deans’ or vice presidents’ calendars
__ Check for potential conflicts (such as campus & community events)

BUDGET:
__ Create
__ Approve
__ Confirm payment plans

EVENT LOCATION:
(see location site visit check list)
__ Room confirmed
__ Site visit
__ Season/climate concerns
  (If outside, plan alternate rain site)
__ Keys
__ Alarm off

PROGRAM PLANNING:
__ Program Format
__ Guest list
__ VIPs
__ Participants
__ Speakers
__ Entertainment
__ Staging

SITE SETUP:
__ Conference
__ Herringbone
__ Hollow Square
__ Reception
__ Schoolroom
__ Seated with rounds — Choose: 6 8 10
__ Theatre
__ U-shaped
__ Chairs
__ Head table
__ Risers
__ Stanchions
__ Tent

ENTERTAINMENT:
__ Contract
__ Payment
__ Staging
__ Chairs
__ Microphone stands
HOUSEKEEPING:
__ Hallways
__ Restrooms
__ Grounds
__ Electrical Hook-ups
__ Solid Waste

TRANSPORTATION & PARKING:
__ Parking reserved
__ Attendant
__ Directions/map
__ Signage
__ Greeter in lot

A/V & SOUND REQUIREMENTS:
__ Site visit
__ Sufficient power available
__ TV
__ DVD player
__ Projector
__ Additional lighting
__ Podium or wireless microphone
__ Performers or musical instruments

OTHER EQUIPMENT:
__ Easels
__ Podium
__ Telephone with conference line
__ Coat rack
__ Registration table
__ Computer
__ Laser pointer

FOOD & BEVERAGE REQUIREMENTS:
__ Contact Caterer with event date
__ Type of menu: __________________________
  Choose: Breakfast; Brunch; Lunch;
  Reception; Cocktails;
  Dinner (buffet or waited)
__ Beverages: ____________________________
  __ Alcohol (Approval to serve)
  __ Type of bar
  __ Bartender provided
  __ Water at podium, head table
__ Special dietary concerns
__ Linens
__ Centerpieces
__ Review function sheet
__ Guarantee date

INVITATIONS & PROGRAMS:
Invitations, response cards, envelopes
__ Design
__ Proofread
__ Print
__ Postage
__ Labels
__ RSVP list
Programs
__ Design
__ Proofread
__ Print
__ Distribution

OTHER PRINTED ITEMS:
__ Nametags
__ Food identifiers
__ Menu cards
__ Place cards
__ Seating chart
__ Table numbers
GIFT ITEMS & SPECIAL RECOGNITION:
__ Award, certificate or plaque
__ FSU merchandise
__ Logistics of presentation

PUBLIC & MEDIA RELATIONS:
__ Campus Publications
__ Press Release
__ Event Promotion
__ Photography / Recording

SIGNAGE:
__ Directional signs
__ FSU seal on podium
__ Banners

HOSPITALITY:
__ Travel arrangements
__ Hotel accommodations
__ Rental car
__ Transportation
Special Needs Accommodations
  __ Wheelchair access
  __ Assign staff to assist
  __ Interpreter
__ Visitor Services

BRIEFING PRIOR TO EVENT:
__ Staff schedule
__ Briefing paper
__ Briefing meeting

EVENT FOLLOW-UP:
__ Event Report
__ Thank-you letters
__ Photos for participants
__ Information to fundraiser

NOTES:
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