

UNIVERSITY RELATIONS EVENT CHECK LIST

Please use this form for your personal use as a checklist of what you will be needing for your upcoming event.

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

PROGRAM PLANNING:

- Program Format
- Guest list
- VIPs
- Participants
- Speakers
- Entertainment
- Staging

ENTERTAINMENT:

- Contract
- Payment
- Staging
- Chairs
- Microphone stands

EVENT LOCATION:

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

SITE SETUP:

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

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:
 - Breakfast
 - Brunch
 - Lunch
 - Reception
 - Cocktails
 - Dinner: Buffet 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

ADDITIONAL NOTES:

