

EVENT PLANNING CHECKLIST

Description of event: _____

Outside contact (if applicable): _____

Date of event: _____

Time of event: _____

Type of event (VIP, community, political *) _____ **# of Attendees:** _____

* Notify Ofc of President if elected officials are expected

Date Requested in R25 Event Scheduler: _____

Location of event: _____

Set up (Date/Time): _____

Rehearsal (Date/Time): _____

Room Set up: _____ **Date Work Order submitted:** _____

Do you need?

Podium	_____	Flags	_____
Back drop	_____	Risers for video	_____
Step & Repeat	_____	Coat Racks	_____
Marketing Pop-Ups	_____	Extra Trash Cans	_____
Black Pipe & Drape	_____	Other	_____

Catering Needs

↓ Contact Chartwells ↓ : _____ ↓ Other Caterer ↓ : _____

> P.R. / P.O. # _____ > P.R. / P.O. # _____

Do you need? _____

Tablecloths, Bunting	_____	Centerpieces	_____
Other	_____		_____

Special Use Permits ↓ Contact Compliance Officer, HR ↓ :

Do you need?

Fire Permit (Use of Multipurpose Room)	_____	Fire Permit (Tent)	_____
Fire Permit (Open Flame)	_____	Application for Social Affair (Alcohol)	_____
Temp Food & Drink License	_____	Other	_____

Technical Needs ↓ Contact Media ↓ :

Computer (Internet/Flash Drive)	_____	Music (Pre-Event)	_____
PC, MAC, version, size of presentation	_____	Music (During Event)	_____
Screen	_____	Video Recording of event	_____
Microphone (on podium/wireless)	_____	Television	_____
Lighting	_____	Conference Phone	_____
Other	_____		_____

Parking:

Parking Lot(s) selected: _____ Parking Permits (Contact Public Safety)? _____

Post Parking Lot Direction Signs: _____ Reserve Spaces/Lot (Contact Ofc of President)? _____

Date Printing Request Submitted: _____ Date Work Order submitted: _____

Do you need? _____

Parking Lot Attendant (Temporary Employee) _____ Date Temp Req Submitted: _____

Marketing (Do you Need?):

Photographs taken at event	_____	Promotional Gifts	_____
Informational Handouts	_____	CCMemo/Youngtown	_____
Website Posting	_____	Social Media Posting	_____

Extra touches:

Outside Boards (Campus Life)	_____	Thank you notes	_____
Welcome Slide on Screen	_____	Send Photographs	_____
Mints, Water (for speakers)	_____	Volunteers to help guide guests	_____
Reserved Seating signs	_____	Ambassadors	_____
Other	_____		_____

See over for tips.

EVENT PLANNING

Tips:

Check the Master Calendar maintained by the President's Office for any conflicts.

Check the yearly calendar for any holiday conflicts.

Build in a snow date for winter events.

Combine all power point presentations into one slide-show. Confirm screen size.

Ask for presentations in advance to test.

Share work, food, and A/V orders with all 3 entities along with the program agenda.

Confirm that the room set up is ADA compliant.

Label all elements on the room diagram including exits.

Arrive early to your event to check proper set up and run the A/V.

For large set ups, put the room on a 24 hour hold.

Consider special dietary needs of guests.

Confirm if a fire inspection is needed (contact Compliance Officer, HR).

Consider piggy-back scheduling of other events to share the room set up, linens, flowers, etc. when possible.

* Notify the President's Office if legislators are expected to attend the event.