Event: _____

Event Reference Number: _____*(from Conference Operations)*

Event Planning Worksheet:

Category	Data	Answers	
Event Logistics	Date: _____	Booked?	**Y / N**
	Start Time: _____	On calendar?	**Y / N**
	End Time: _____	On calendar?	**Y / N**
	First Choice Location: _____	Booked?	**Y / N**
	Second Choice Location: _____	Booked?	**Y / N**
	Amount Prep time needed: _____	Booked?	**Y / N**
	Amount Tear-Down time needed: _____	Booked?	**Y / N**
	Separate Rehearsals/Workshops needed?		**Y / N**
	Reference numbers for Workshop/rehearsal_____ _____		
Layout/Equip	Guest AV Needs: _____ _____ _____	Sent to Conf Ops?	**Y / N**
	Layout Needs: (Note: Not all layouts available in all spaces. Discuss with Conf Ops before booking space.) _____ _____ _____	Sent to Conf Ops?	**Y / N**
	Special Equipment/services to Rent: _____ _____ _____	Rented?	**Y / N**
	Communicated with Conf Ops and/or FM?		**Y / N**
Legal Info	Contract Received from agent?	**NA**	**Y / N**
	Contract Signed and sent back?	**NA**	**Y / N**
	Recording Permission sent?	**NA**	**Y / N**
	Signed Recording Permission received?		**Y / N**
	Copy of Recording Permission sent to Conf. Ops?		**Y / N**
	Tax forms sent?		**Y / N**
	Completed W-9 IRS Form received?		**Y / N**
	Completed Centralized Employee Registry Contractor Reporting form needed? **Y/N/NA**	Received?	**Y / N**
	Check Request sent to Accounting?		**Y / N**
	Check received?		**Y / N**
Travel info	Flight Arrival Date/Time:_____		
	Arrival Location: _____		
	Shuttle Arranged for pick up?		**Y / N**
	Departure Date/Time:_____		
	Flight Departure Location: _____		
	Shuttle Arranged for pick up?		**Y / N**

Event: _____

Event Reference Number: _____*(from Conference Operations)*

Lodging	Hotel/Guest House Name: _____
	Check-in Date: _____
	Check-Out Date: _____
	Confirmation/Reference number: _____
	Hotel/Guest House Name: _____
	Check-in Date: _____
	Check-Out Date: _____
	Confirmation/Reference number: _____

Meals/Food

Meals needed: Dates and Locations   Event Rereference#   *(if on Campus)*

Breakfasts Date(s):_____   _____

_____   _____

Lunch Dates(s): _____   _____

_____   _____

Dinner Date(s): _____   _____

_____   _____

Other Catering: Date, Time, Location

_____   _____

_____   _____

Publicity

Tickets needed? **Y / N** How Many? _____	Printed?	**Y / N**
Other ticket info, including: who is designing them,	Cost per	
when/where they are distributed, etc. _____	ticket	____

Press release needed?	**Y / N**
Posters needed?	**Y / N**
Programs needed?	**Y / N**
Website coverage?	**Y / N**
Communications team contacted for all of the above?	**Y / N**
Entered in the Memo?	**Y / N**
Event to be recorded?	**Y / N**
Equipment/staff reserved and arranged for recording?	**Y / N**

Other:

Use this space to list special considerations specific to this event.

_____

_____

_____

_____

_____

_____

_____