

## Event Planning Worksheet

Use this tool as a way to organize your thoughts before completing the online Event Form.

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### BASIC INFO

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

1<sup>st</sup> Choice Room: \_\_\_\_\_

2<sup>nd</sup> Choice Room: \_\_\_\_\_

Rain Location: \_\_\_\_\_

Who are the attendees? Faculty, Staff, Students?

\_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EVENT SET UP

Tables & Chairs: \_\_\_\_\_ # Rounds \_\_\_\_\_ # Chairs

\_\_\_\_\_ # 8' Rectangle Tables

\_\_\_\_\_ # 6' Rectangle Tables

\_\_\_\_\_ # Paper tablecloths Blue or White?

Should they be linen? They will need to be included in my catering order in this case.

Misc Items: \_\_\_\_\_ # Easels \_\_\_\_\_ # Podiums

\_\_\_\_\_ # Trash Barrels \_\_\_\_\_ # Display Board

Room Layout: I.e. Audience \_\_\_\_\_

Do I need to create a diagram for the set up? \_\_\_\_\_

Other Items: \_\_\_\_\_

Media Needs: \_\_\_\_\_ LCD Projector \_\_\_\_\_ Screen

\_\_\_\_\_ Laptop (Mac or PC) \_\_\_\_\_ DVD Player

Do I need sound for a presentation? \_\_\_\_\_

\_\_\_\_\_ Podium Mic \_\_\_\_\_ Wireless Mic

\_\_\_\_\_ Lapel Mic \_\_\_\_\_ Wired Mic on Stand

\_\_\_\_\_ Overhead Projector for Transparencies

Am I using additional equipment that will need to be "plugged in?" I.e. iPod, mp3 player?

Am I showing a film? Have I put it on reserve in the library and will I then need a Media Services Tech to pick it up and set it up? \_\_\_\_\_

\_\_\_\_\_

### FOOD NEEDS

Do I need to place a catering order? \_\_\_\_\_

Am I bringing food and will need trash barrels? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, did I complete an alcohol form? \_\_\_\_\_

### SPECIAL SERVICES

If guests are coming from off campus have I connected with Public Safety to organize parking needs? \_\_\_\_\_

If special clean up is a concern a custodial detail should be included in my event form.

### PUBLICITY

Do I want this event on the Wheaton calendar, if so have I completed the form online from the calendar web site? \_\_\_\_\_