University Events
Event Checklist

Name of Event:_____**Purpose of Event:** _____

Date: Time: Location: _____ **Number of People Expected:**_____

Event Manager: Name_____ **Phone Number**_____ **E-Mail:**_____

Administrative Liaison: Name_____ **Phone Number**_____ **E-Mail:**_____

Guest Names: Groups invited (i.e. Students, Faculty, Donors, Prospects, Board Names, etc. – be specific) _____

Event Details:

Task	Assigned to:	Details	Status/ As of Date	Estimated Cost	Payment Responsibility
Event Summary (send to Administrative Liaison with request for date)					
Location:					
Confirmed Reservation Number https://reservations.kennesaw.edu/VirtualEMS/ Please ensure you have this number prior to sending out any event information.					
Approved Set-Up/Floor Plan Drawing (Visit http://kennesaw.edu/diagrams/ for approved diagrams)					
Guests:					
Create Guest List (Use Microsoft Excel to easily convert for nametag printing)					
Invitations (Design with University Relations at least 10-12 weeks prior to mailing.)					
Mail/Email Invites (mail/send 5- 6 weeks prior to event)					
Send E-mail reminders (send 2 weeks before RSVP deadline; send 1 week before RSVP deadline; send 1 day before RSVP deadline)					

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Calls to help gather RSVP responses from those who do not have an e-mail address (1 week before RSVP deadline)					
Maintain RSVP List					
Send confirmation w/ Map and Parking Vouchers (If appropriate)					
Food/Menu (Please adhere to the approved Catering List http://www.kennesaw.edu /events/links/catering.php)					
Beverages (Please adhere to Kennesaw State University Alcohol policy http://www.kennesaw.edu/webmaster/events/policies/alcohol.php)					
Parking for guests (Coordinate with Auxiliary Services) http://www.kennesaw.edu/webmaster/events/links/parking.php					
Space/Parking Directional Signage					
Place cards/Tent cards (if appropriate)					
Guest Book (If appropriate)					
Name tags (logo at top, font Palatino Linotype, name in size 33-37 and board affiliation listed below the name in size 16-18, never include salutations on name tags, place on guests' right side lapel)					
Entertainment (Contracts and Insurance Requirements must be met, if appropriate)					
Photography (Request Photography immediately after date approval) Photo Request Form: http://www.kennesaw.edu/ur/photography.html					
Decorations (Please adhere to Decoration policies http://www.kennesaw.edu/events/policies/decorations.php)					
Flowers					
Gifts (host or honorary guests)					

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Favors (for all guests, if appropriate)					
Agenda					
Timeline					
Media (Coordinate with University Relations if appropriate)					
AV Needs: Contact Audio Visual Technology Services http://www.kennesaw.edu /events/links/audio_visual.php **Consider the following:** • **Microphone** • **Speakers** • **LCD projector** • **Screen** • **Laptop**					
Activate phone line for conference calls (If appropriate)					
Seating Chart (If appropriate)					
Rental Equipment: (If appropriate) • **Tent** • **Tables** • **Chairs** • **Bistro tables** • **Linens** • **Lighting** **Other**					
Permit for tent (contact Environmental Health and Safety), a request must be made at least 6 weeks prior to event. More information about requests http://www.kennesaw.edu/ehs/procedures/EventGuideline_051309.pdf					
Power Source- on campus or rent generator (facilities or outside vendor)					
Security (KSU Public Safety, if appropriate)					
Greeters/Hosts (Contact Student Life to request Ambassadors)					
Transportation for guests- Shuttle or golf carts Coordinate with Parking Services - http://www.kennesaw.edu/webmaster/events/links/parking.php					

Task	Assigned to:	Details	Status/ As of Date	Estimated Cost	Payment Responsibility
Follow up notes/calls (It's always recommended to send guests a thank you letter or e-mail after the event.)					