MOUNT MERCY UNIVERSITY

EVENT PLANNING GUIDE

Key Objectives:

1. _____
2. _____
3. _____

Function Information:

Date(s): _____

- o President's calendar checked
- o Holidays checked
- o Religious calendar checked

Event Name: _____	Start Time: _____	End Time: _____
o Location: _____	Set-up Type: _____	Max # of ppl: _____
Event Name: _____	Start Time: _____	End Time: _____
o Location: _____	Set-up Type: _____	Max # of ppl: _____
Event Name: _____	Start Time: _____	End Time: _____
o Location: _____	Set-up Type: _____	Max # of ppl: _____
Event Name: _____	Start Time: _____	End Time: _____
o Location: _____	Set-up Type: _____	Max # of ppl: _____

In-Office Contact: _____ On-Site Contact: _____

Guest List/Who's Invited? _____

Estimated Attendance: _____

- o RSVP Deadline Date: _____
- o Final Guarantee Due (i.e. 3 or 7 business days prior to the event): _____

Planning Meetings:

Walk-Through Date: _____

- o Attendees: _____

Follow-up Meeting(s): _____

- o Attendees: _____

Table Seating Meeting _____

- o Attendees: _____

Post Event Meeting _____

- o Attendees: _____

Budget:

Total Budget for Event: _____

Cost Center Number: _____

(Reference budget breakdown spreadsheet)

Order of Events:

Set Up Time:

_____

Event Start Time: _____   Event End Time: _____

Bars Open: _____   Bars Closed: _____   Wine Service? Yes or No

_____

(If there is alcohol at a MMU sponsored event, group needs approval from President's Office.)

Prayer/Blessing:

_____

Breakfast/Lunch/Dinner Service:

_____

Entertainment:

_____

Program:

- o   MC: _____
- o   Guest Speakers: _____
- o   Honorees: _____
- o   Introductions? _____
- o   Q&A? _____

Who's Writing Script?: _____

Invitation Design/Production:

Quantity: _____

Design & Text/Who's Doing It?/Due Date: _____

- o   Include on invite parking....Attire....Enclosures....RSVP Deadline Date
- o   Who approves final proof? _____

Drop Date? _____

Addressing

- o   Calligraphy? _____
- o   Labels? _____

Directional Maps? _____

Stuffing: _____

Postage: _____

RSVPs:

- o   Who's taking them? _____
- o   Cut-off date? _____
- o   Online? _____
- o   Follow-up Calls? _____

Printed Program:

Quantity: _____

Design & Text/Who's Doing It?/Due Date: _____
- o   Who approves final proof? _____

Room Set-Up:

Room Set (auditorium, banquet rounds, cocktail rounds, u-shape, hollow square, etc.):

_____

Set for How Many:

_____

Riser/Stage:

       Seating for: _____

       Head Table: _____

       Podium: _____

Linens (rental for anything other than white):

      o   Table Clothes (Floor length?): _____

      o   Napkins: _____

      o   Colors? _____

Tables:

      o   Reserved/VIP Guests: _____

      o   Gift/Award Table(s): _____

      o   Registration Table: _____

      o   Additional Tables: _____

Pipe and Drape (rental?):

_____

Banners Hung:

_____

Coat Rack(s):

_____

Diagram:

_____

Decorations:

_____

Name Place Cards:

_____

Favors:

      o   Placement? _____

Menu Card(s):

      o   Individual Place Settings or (1-2) per table? _____

      o   Placement? _____

Programs:

      o   Placement? _____

Centerpieces

      o   MMU owned – silk or graduation centerpieces: _____

      o   Floral – See Florist checklist: _____

Check-in:

      Nametags: #_____   Place cards: #_____   Pens: #_____

      Highlighters: #_____   Scissors: #_____   Sharpies: #_____

      Seating Assignment/Table Assignment List (By Table #s and Alpha List): _____

      Other: _____

Audio Visual (In-house or Rental Equipment)

Audio Visual Equipment:

    Microphones:

-     o   Podium: _____
-     o   Wireless Lavaliere Mic(s): _____
-     o   Wireless Handheld Mic(s) _____
-     o   Aisle/Floor Mic(s): _____
-     o   Mics for Head Table: _____

    LCD Projector(s): _____

    Laptop(s): _____

-     o   Software required: _____

    TV(s): _____

-     o   With DVD Player(s): _____

    Extension Cord(s)/Power Strip(s): _____

    Additional Power: _____

    Flipchart(s)/ Whiteboard(s): _____

    Laser Pointer(s): _____

    Telephone/Polycom Phone: _____

    High Speed Internet Access: _____

    Portable Sound System: _____

    Videotape/Audiotape Event: _____

-     o   # of Copies Needed? _____
-     o   Written approval received from speaker(s)? _____

    Other: _____

Technician Needed (Onsite or Outside AV Company):

_____

Special Needs for Speaker(s):

_____

Entertainment:

DJ/Band/Musicians/Performers/Other:

    Contact: _____

    Phone: _____   Fax: _____

    Email: _____

Start Time: _____   End Time: _____

Power Requirements: _____

Minimum Space Requirements: _____

Green Room/Meal Arrangements: _____

Set-up/Tear-down Times: _____

Rehearsal: _____

Are there any groups nearby that can cause conflict? _____

Estimated Cost: _____

Florist:

Contact: _____

Phone: _____ Fax: _____

Email: _____

Types of Flowers ordered for:

- o Tables: _____
- o Stage: _____
- o Reception Area: _____
- o Registration: _____
- o Corsages/Boutonnieres: _____
- o Other: _____

Budget: _____

Special Instruction: _____

Food and Beverage:

Breakfast (Plated or Buffet):

_____

Lunch (Plated or Buffet):

_____

Reception (passed hors d'oeuvres, stations or both):

Culinary Displays: _____

Cold Hors d'oeuvres: _____

Hot Hors d'oeuvres: _____

Action Station(s): _____

Carving Station(s) _____

Dinner (Plated or Buffet):

_____

Special Dietary Needs:

_____

Bar Arrangements:
(If there is alcohol at a MMU sponsored event, group needs approval from President's Office.)

Hosted Beer & Wine Only:

_____

Special Arrangements:

_____

Special Beverage Arrangements:
Wine Service with Dinner:

_____

Toasts: _____ Time: _____

Other:

_____

Non-Alcoholic Beverages Only (i.e. Bottled Water, Soft Drinks, Juices, Lemonade, Ice Tea, etc.):

_____

Handouts/Gifts/Awards:

Guests

- o How many?: _____   Cost per guest $_____
- o Who will order?: _____
- o How will they be distributed?: _____

Honorees

- o How many?: _____   Cost per gift $_____
- o Who will order?: _____
- o How to present in the program?: _____

Parking:

Self-Park?: _____

- o Guest Parking Permits Needed? _____

Valet?: _____

- o Approved by Events? _____

Reserved Parking?: _____

Shuttle Service (MMU Vans or 3rd Party Company)? _____

- o If MMU Vans/Car, arranged with Switchboard? _____
- o If 3rd Party Company, who's arranging (i.e. Events or Group Contact)? _____

Photographer:

Joe Photo or Communications & Marketing Staff: _____

- o # of Photographers Needed: _____
- o CD's or Prints? _____

Start Time: _____   End Time: _____

Type of Photos: _____

- o Shot List? _____

Public Safety:

Number of Officers Needed? _____

- o If alcohol is served, at least one Public Safety Officer is required. Depending on location, additional officers may be needed. _____
- o Assistance Needed with Directing Traffic?: _____
- o Golf Cart Needed?: _____

Rentals:

Tables/Chairs _____

China/Silverware/Glassware _____

Stage _____

Tent _____

Lighting _____

Pipe & Drape _____

Props _____

Other _____

Signage:

Exterior Parking/Event Signs? _____

      o   If yes, message? _____

      o   Location/Placement? _____

Interior Directional Signs?

      o   If yes, message? _____

      o   Location/Placement? _____

Restroom Signs? _____

Other _____

Special Deliveries:

Arrival Date:

_____

Departure (who is shipping the items back):

_____

Staffing:

      o   Check-In/Registration   #_____

      o   Greeter(s):   #_____

      o   VIP Escort(s)   #_____

      o   Runner(s)   #_____

      o   Lights   #_____

      o   Other: _____

Notes: