



# Event Planning Checklist

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## General Information

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

Date: \_\_\_ / \_\_\_ / \_\_\_

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

Actual Event Time: \_\_\_\_\_ (EMS will enter buffer time for your event)

Audience: (check all that apply)

- Student
- Faculty/Staff
- General Public (Approval Required)

Budget: \_\_\_\_\_

Paying Event:  Y  N

Account Number: \_\_\_\_\_

Transportation:  Y\*  N

\*If yes, contact Legacy Hotel 2-3 weeks in advance notifying them of your transportation needs.

## On Campus Promotion Plan

Check all that apply:

- Inside Southern
- Towers
- President's Announcements

- Slide Show
- Posters

Check with Communications on lead time, and to begin promoting your event.

## Staffing

Please request any additional staffing you may need for your event *at least three weeks* before the event.

Contact your coordinator with any staffing questions.

## Event Media

Please enter your Media Needs into EMS *at least three week* prior to your event, so that they will be able to prepare and provide sufficient staffing for the event.

Please provide an itinerary for the event that includes when people will be speaking, when slides will need to be shown, and when music will be started and stopped.

Speaker(s): \_\_\_\_\_

Audio Needs: \_\_\_\_\_

Visual Needs: \_\_\_\_\_

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

Contact your coordinator with any questions.

## Catering

If catering is going to be used, make sure you enter your needs into EMS *at least three weeks* before your event. Know that catering must go through the Event Productions office. Please have final numbers in to Event Productions one week prior to the event.

If your vendor is not included in EMS, contact your coordinator.

Select Menu: (available in EMS):

- Plated
- Buffet
- Vendor Catering

## Room Set

Enter Room Set details into EMS at least two weeks prior to the event.

Number of rooms: \_\_\_\_\_

Purpose for each room:

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Number of tables per room: \_\_\_\_\_

Number of chairs per room: \_\_\_\_\_

Stage:  Full  Half

Lectern:  Y  N

Room Set:

- Auditorium
- Classroom (with tables)
- Banquet
- Hollow Square
- U-Shape

- Other: \_\_\_\_\_

## Miscellaneous Inventory

Ensure that you have requested these items *two weeks* prior to your event

- Signage (If you would like for it to say something specific, make a note in EMS)
- White Table Cloths (for food tables)
- Black Table Cloths
- Floral Centerpieces
- Black Skirting (for food tables)
- Other \_\_\_\_\_ (contact your coordinator)

## Housing Arrangements

Notify necessary departments *three weeks* prior to your event

- Legacy Hotel
- Dorm Space (contact the Housing Office)

## Event Space Walkthrough Checklist

Day of the event:

- Room Temperature
- Unlocked Doors
- Miscellaneous Inventory Items
- Room Set
- Signage

## Important Reminders

- Submit programming details for media *one week* before your event to your coordinator.
- Review all event details *two weeks* before your event.