

For Staff Approval Use Only

Item	Required?	Date Completed	Notes/Comments
	Yes/No		
Requested facilities available			
Funding available			
Confirmed at staff events meeting			
Parking reserved			
Catering order placed			
Alcohol permit			
Contract for outside performer			
Travel Set Up			
Audiovisual arrangements			
Publicity			
Facilities Management			
Dean Briefing Document			
Other:			
Other:			
Other:			

Notes: