

# Event Planning Worksheet

Conference Services @ the LBJ Student Center \* 512-245-2264 \* 512-245-1715 fax \*  
Email: [lbjreservations@txstate.edu](mailto:lbjreservations@txstate.edu) \* <http://www.lbjsc.txstate.edu/services/conference.html>

<b>EVENT NAME</b>		<b>APPLICATION DATE</b>	
<b>ORGANIZATION / DEPARTMENT</b>			
Primary EVENT Contact		Phone#: E-mail:	
Secondary EVENT Contact (C-2)		C-2 Phone# E-mail:	
TSU Dept BILLING Contact: _____ Ph# _____ Email _____ Cost# _____ Fund# _____ IO# _____			
<b>GROUP TYPE</b> <input type="radio"/> Student Org <input type="radio"/> Department <input type="radio"/> Staff / Alumni <input type="radio"/> Off Campus Client			
<b>EVENT DATE(S)</b>	<b>EVENT <u>START</u> TIME / <u>END</u> TIME</b>	<b>SETUP TIME (PRE-EVENT) / RESERVED END TIME (CLEAN UP)</b>	
<b>REQUESTED ROOM(S)</b> <input type="radio"/> CONF = Conference <input type="radio"/> HOL SQ = Hollow Square <input type="radio"/> RND = Rounds <input type="radio"/> SEM = Seminar <input type="radio"/> TH = Theatre			
<input type="radio"/> Ballroom (700 TH / 400 R) <input type="radio"/> Teaching Theatre (398 TH) <input type="radio"/> Amphitheatre <input type="radio"/> Boko's Theatre (SEM 15) <input type="radio"/> George's <input type="radio"/> Lily's Lounge	<input type="radio"/> 2 <sup>nd</sup> floor Patio <input type="radio"/> Lower Mall <input type="radio"/> The HUB <input type="radio"/> 3-3.1 (SEM 59p) <input type="radio"/> 3-4.1 (HOL SQ 10p) <input type="radio"/> 3-5.1 (SEM 83p)	<input type="radio"/> 3-6.1 (SEM 30p) <input type="radio"/> 3-7.1 (SEM 30p) <input type="radio"/> 3-8.1 (HOL SQ 14p) <input type="radio"/> 3-9.1 (SEM 83p) <input type="radio"/> 3-10.1 (SEM 54p) <input type="radio"/> 3-11.1 (SEM 30p)	<input type="radio"/> 3-12.1 (CONF 14p) <input type="radio"/> 3-13.1 (RND 72p) <input type="radio"/> 3-14.1 (TH 98p) <input type="radio"/> 3-15.1 (RND 80p TH 100p) <input type="radio"/> 4-1.6 (RND 48p) <input type="radio"/> 4-1.9 (HOL SQ 30p)
<b>EVENT TYPE</b>	<b>SET-UP TYPE</b>	<b>CATERING</b>	
<input type="radio"/> Meeting <input type="radio"/> Banquet <input type="radio"/> Class/Seminar/Workshop <input type="radio"/> Concert/Dance <input type="radio"/> Fashion Show <input type="radio"/> Job Fair <input type="radio"/> Reception <input type="radio"/> Special Event <input type="radio"/> _____	<input type="radio"/> Banquet (Rounds of 8 max) <input type="radio"/> Conference (rectangle) <input type="radio"/> Hollow Square <input type="radio"/> Seminar (classroom) <input type="radio"/> Theatre (audience) <input type="radio"/> Empty Room <input type="radio"/> _____	Will your event be catered? ___ Chartwells ___ Approved Caterer Chartwells: 512-245-9930  Have you turned in a Food Waiver form?	
		<b>ESTIMATED ATTENDANCE #</b> _____	
<b>**Brief Description of your event: (** This section <i>must</i> be completed in order to confirm the status of your event).</b> _____ _____ _____			

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AUDIO / VISUAL & Miscellaneous EQUIPMENT			Other
LCD Projector(s)		Screen(s)	Piano
Skype Package		Stage	Trash Cans (Catered events)
Laptop		Stage Extensions (runway)	Electrical needed?
Mic(s) – corded		Dance Floor (30' x 30')	Special Lighting Needs?
Mic(s) – cordless		Podium	Banners to hang in LBJSC?
Internet Hard Wiring		Directional Arrow(s)	Decorations to hang?
Wireless Presenter		Easel / Flip Chart	Head table: Yes / No
Conference Call Package		Dry Erase Board	Pipe & Drape: Y / N
Sound Board		Stanchions	Other

Event Coordinator		
Is Security required for this event?	YES	NO
Is Sponsor charging Entry Fee for event?	YES	NO
Is event open to anyone (off campus students, public, etc.)	YES	NO
Will an Advisor attend the event?	YES	NO
Type of entertainment, if any? Describe:	YES	NO
Will alcohol be served?	YES	NO
Have you turned in an Alcoholic Beverage Activity form?	YES	NO
Notes		