Campus Event Planning Checklist

Event Information

Event Name:					
Event Date/Time:					
Event Location:					
Department/Oversight:					
Cost Center:			Budget:		
Guests:	#	☐Staff	☐Faculty	☐Students	☐Off Campus

General Requirements

Comet Calendar Posted:	☐Internal	☐Public
Risk Assessment Submitted:	Approval Received:	
Event Registration Submitted:		

Room Reservation

Location(s):	
Dates/Times Requested:	
Request Submitted:	
Confirmation Received:	

Facilities Management

Request Details:	☐Cocktail Tables ☐Staging [must submit separate requests via on-line form for tables/stage]
Set-up Date/Time:	Breakdown Date/Time:
Request Submitted:	Confirmation Received:
Work Order #:	

Catering

☐Chartwells	
Food/Beverage Needs:	☐Reception ☐Plated ☐Buffet
☐Alcohol/Bartender	☐Included in Risk Assessment
Set-up Time:	Breakdown Time:
Request Submitted:	Invoice #:
☐Outside Catering:	☐Request Submitted_____ ☐Confirmation Received_____

Media Services

AV Needs:	☐Tech Support On-Site ☐Set-up Only			
Set-up Date/Time:		Sound Check Date/Time:		Breakdown Date/Time:
Request Submitted:		Confirmation Received:		

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Parking/Police	
Police/Guard Support:	
Parking Needs:	
Campus Signage:	
☐ Included on Event Registration	

Marketing/Communications			
Development:			
Communications/ Publicity:	☐Social Media ☐Printed Invitations ☐Presentation	☐Newsletters ☐Email Invitations ☐Video	☐News/Newspaper ☐Online RSVP ☐Other
Collateral Needs:			

Miscellaneous			
☐Nametags			
☐Place Cards			
☐Tent Cards			
☐Invitations			
☐Entertainment			
☐Photographer			
☐Videographer			
☐Décor			
☐Flowers			
☐Signage			
☐Staff/Volunteers			
☐Vendors			
☐Event Tools	☐Agenda ☐Presentation	☐Timeline ☐Speaking Script	☐Event Script ☐Set-up Floor Plan

Other Needs

Event Planning Guide: http://www.utdallas.edu/events/