

# EVENT CHECKLIST

This checklist has been designed to assist you in planning your event. Please read through it and feel free to print it out and make notes to bring with you to your meeting with your Event Coordinator.

Method of Payment: \_\_\_\_\_

If internal: Peoplesoft Chartfield No. \_\_\_\_\_

1. How many guests will be attending the event? \_\_\_\_\_
2. How many guests will be coming from off campus? \_\_\_\_\_
3. What type of transportation are your guests using? (i.e. car, bus, etc.) \_\_\_\_\_
4. What is the estimated number of vehicles? \_\_\_\_\_
5. Will you need an alternate date? (i.e. inclement weather) \_\_\_\_\_
6. What type of room set up do you need? (i.e. lecture, dining, etc.) \_\_\_\_\_
7. How many rooms do you need? \_\_\_\_\_
8. What time will you need access to the rooms? (i.e. for set up, etc.) \_\_\_\_\_
9. What type of program are you having? \_\_\_\_\_
10. What is your agenda? (i.e. time of breaks, etc.) \_\_\_\_\_
11. What are the demographics of your group? (i.e. adults, children, mixed)  
\_\_\_\_\_
12. What volume and type of supplies will you be bringing? \_\_\_\_\_
13. Is space for storage needed? \_\_\_\_\_
14. Do you need any signage? (i.e. on campus directional, etc.) \_\_\_\_\_
15. Do you require VIP or special needs parking? \_\_\_\_\_
16. Do you need directions and/or a map? \_\_\_\_\_
17. Do you need a registration table? \_\_\_\_\_ If yes, how many? \_\_\_\_\_
18. Do you need extra seating (beyond the guest count)? \_\_\_\_\_
19. Will there be disabled guests who will require special accommodations?  
\_\_\_\_\_

20. Do you need audio or visual equipment? \_\_\_\_\_  
 If yes, what type? (i.e. screens, microphone, podium, etc.) \_\_\_\_\_  
 \_\_\_\_\_
21. Do you need any telecommunication connections? (i.e. internet access, phone line) \_\_\_\_\_
22. Will you need any equipment for displays? (i.e. easels, extra tables, etc.) \_\_\_\_\_
23. Do you need access to electrical outlets, etc.? \_\_\_\_\_
24. Do you have additional electrical requirements? \_\_\_\_\_  
 If so, number of volts, amps?  
 \_\_\_\_\_
25. Are you having any music? \_\_\_\_\_ What type? (i.e. DJ, band, etc.) \_\_\_\_\_  
 How many amps are needed by the DJ, etc.? \_\_\_\_\_
26. Do you need an area for dancing and/or a dance floor rented? \_\_\_\_\_
27. Are guests paying to attend the event? \_\_\_\_\_
28. Will you be serving alcohol? \_\_\_\_\_ What type? (i.e. wine, beer, hard liquor) \_\_\_\_\_
29. Who is supplying the alcohol? \_\_\_\_\_
30. Will there be underage people (under 21) at the event? \_\_\_\_\_
31. What are the times you would like the bar to be open? \_\_\_\_\_
32. What type of bar? (i.e. cash, open) \_\_\_\_\_  
 \*\*Please review our attached alcohol policy
33. Are you planning on decorating any of the rooms, tables, hanging banners, etc? \_\_\_\_\_
34. Standard flowers in a bud vase are provided by campus dining services. Did you want any special  
 flower arrangements (at an additional charge?) \_\_\_\_\_
35. Our standard linen colors are white, forest green, blue, or gold tablecloths and napkins. Did you  
 want any special linen colors for the tables or the napkins, at an additional charge? \_\_\_\_\_
36. What type of catering did you want for:  
 Hors d'Ouevres: Buffet \_\_\_\_\_ Butlered \_\_\_\_\_ Both \_\_\_\_\_  
 Main meal: Buffet \_\_\_\_\_ Plated/Served \_\_\_\_\_

37. Do any of your guests have special dietary needs? (i.e. vegetarian, kosher, allergies)
- \_\_\_\_\_
- If so, how would you like to identify these guests? (i.e. color on name tag, place cards, table numbers, etc) \_\_\_\_\_
38. Would you like any special condiments? \_\_\_\_\_
39. Is wait staff/service permitted during your program? \_\_\_\_\_
40. If you are having the program and lunch/dinner in the same room, will you be able to break to allow catering services to set up? \_\_\_\_\_
41. Can we have a copy of your event program/itinerary? \_\_\_\_\_
42. Do you need: table numbers? \_\_\_\_\_ reserved table signs? \_\_\_\_\_
43. Will you be bringing place cards? \_\_\_\_\_
44. Do you need a coatroom? \_\_\_\_\_
45. Is there any other information that you feel would assist us in creating the type of event you want?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*\*\*\*\*Please note:

- ~ To serve alcohol at an event an alcohol license must be applied for at least 3 weeks prior to your event.
- ~ Bartenders must be hired for all events serving alcohol.
- ~ All other arrangements, including catering, are due two weeks prior to the event.
- ~ Music at an event must have prior approval.
- ~ Balloons in certain areas of the campus are not permitted, check with your CMS coordinator.
- ~ Any type of sign that has not been requested and posted by college personnel is not permitted.
- ~ No vehicles are authorized to be on the campus walkways at any time.
- ~ A guaranteed count is due one week prior to the date of the event. The number of guests indicated on your contract will be the amount you are billed for. If the count increases, you will be billed for the

additional guests. If your count increases more than 10% within 7 days of your event, you will be charged an additional 5% of the entire bill.

**Important:** If we do not receive a signed contract/confirmation at least seven days prior to the scheduled event, we will be forced to cancel your event. (CMS assumes no responsibility for “lost in the mail” paperwork.)