

UNIVERSITY RELATIONS EVENT CHECK LIST

Please use this form for your personal use as a checklist of what you will be needing for your upcoming event.

EVENT TITLE: _____

EVENT SPONSOR: _____

CONTACT NAME: _____ DEPARTMENT: _____

PHONE: _____ FAX: _____ E-MAIL: _____

EVENT LOCATION: _____ ROOM #: _____

DATE RESERVED: _____ DATE CONFIRMED: _____ KEYS/ALARM OFF: _____

EVENT DATE: _____ START TIME: _____ END TIME: _____

Confirm with key participants

Add to University Calendar

Add to president's, deans' or vice presidents' calendars

Check for potential conflicts (such as campus & community events)

BUDGET:

- Create
- Approve
- Confirm payment plans

EVENT LOCATION:

(see location site visit check list)

- Room confirmed
- Site visit
- Season/climate concerns
(If outside, plan alternate rain site)
- Keys
- Alarm off

PROGRAM PLANNING:

- Program Format
- Guest list
- VIPs
- Participants
- Speakers
- Entertainment
- ___ Staging

SITE SETUP:

- Conference
- Herringbone
- Hollow Square
- Reception
- Schoolroom
- Seated with rounds — Choose: 6 8 10
- Theatre
- U-shaped
- Chairs
- Head table
- Risers
- Stanchions
- Tent

ENTERTAINMENT:

- Contract
- Payment
- Staging
- Chairs
- Microphone stands

HOUSEKEEPING:

Hallways
Restrooms
Grounds
Electrical Hook-ups
Solid Waste

TRANSPORTATION & PARKING:

Parking reserved
Attendant
Directions/map
Signage
Greeter in lot

A/V & SOUND REQUIREMENTS:

Site visit
Sufficient power available
TV
DVD player
Projector
Additional lighting
Podium or wireless microphone
Performers or musical instruments

OTHER EQUIPMENT:

Easels
Podium
Telephone with conference line
Coat rack
Registration table
Computer
Laser pointer

FOOD & BEVERAGE REQUIREMENTS

Contact Caterer with event date

Type of menu:

Breakfast
Brunch
Lunch
Reception
Cocktails
Dinner: Buffet Waited

___ Beverages:

Alcohol (*Approval to serve*)
Type of bar
Bartender provided
Water at podium, head table

Special dietary concerns
Linens
Centerpieces
Review function sheet
Guarantee date

INVITATIONS & PROGRAMS:

Invitations, response cards, envelopes

Design
Proofread
Print
Postage
Labels
RSVP list

Programs

Design
Proofread
Print
Distribution

OTHER PRINTED ITEMS:

Nametags
Food identifiers
Menu cards
Place cards
Seating chart
Table numbers

GIFT ITEMS & SPECIAL RECOGNITION:

Award, certificate or plaque
FSU merchandise
Logistics of presentation

PUBLIC & MEDIA RELATIONS:

Campus Publications
Press Release
Event Promotion
Photography / Recording

SIGNAGE:

Directional signs
FSU seal on podium
Banners

HOSPITALITY:

Travel arrangements
Hotel accommodations
Rental car
Transportation
Special Needs Accommodations:
Wheelchair access
Assign staff to assist
Interpreter
Visitor Services

BRIEFING PRIOR TO EVENT:

Staff schedule
Briefing paper
Briefing meeting

EVENT FOLLOW-UP:

Event Report
Thank-you letters
Photos for participants
Information to fundraiser

ADDITIONAL NOTES:

