

LS Event Planning Checklist

Event Information	
All events must have an Administrator designated responsible for event regardless of host. <i>Student Events must start with SBA and second to Dean Jorge Cos</i>	
Administrator: (Person in charge of event / Check LS Master Cal.)	
Event Name:	
Host:	
Date/Time:	
Event Location:	
Budget /Cost Center:	
Event Proposal:	(If SBA– an approved Student Organization Event Proposal form is required)
Type of Guests:	<input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Off Campus

General Requirements			
Receive event approval:		Approval Received:	
LS Calendar Post:	(Kendra)		

Room Reservation	
# Of Guest expected:	
Room Availability:	
Location:	
Date/Time Requested:	Include preparation/set-up time
Confirmed Received:	

Facilities Management	
Request Details:	Tables, Chairs, High-tops. (must submit separate requests to Physical Plant / Ron Hultquist) Stage, Flooring, etc. (Must be submitted to your outside vendor)
Work Order #:	

Catering			
METZ			
<input type="checkbox"/> Outside Catering:	<input type="checkbox"/> Request Submitted _____ <input type="checkbox"/> Confirmation Received _____		
Food Restrictions:	(If SBA event or meeting in class room – an acknowledgment form is required)		
Food/Beverage Needs:	<input type="checkbox"/> Reception <input type="checkbox"/> Plated <input type="checkbox"/> Buffet		
Alcohol/Bartender:	<input type="checkbox"/> Included in Risk Assessment		
Pepsi Products:			
Set-up Time:		Breakdown Time:	
Request Submitted:		Invoice #:	

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Event Needs	
Invites List: *Including Presenters	name/address/email
Administration welcoming:	
Volunteers/ Meet & Greet:	
Welcome Table:	
Welcome Package:	
VIP Needs:	
Sign in Sheets:	
Gift bags for speakers:	
Set-up Floor Plan:	

Media Services/Audio/Visuals/Presenters needed	
AV Needs:	<input type="checkbox"/> Tech Support On-Site <input type="checkbox"/> Set-up Only Equipment reserved Operators assigned TV in MCR should have name of the event With AV - icons should not appear on screen Verify AV needs w/ speakers
LED Notice: (Welcome sign)	(Eileen Morales)
Audio Visual Tech:	(Juan Matos)
Audio Visual Services:	(Jonathan Coleman)

Social Media	
Press	*Notified if applicable
Social Media: (pre/during/post)	Twitter - St. Admissions, St. Law and St. Clinical Programs Facebook, Instagram
Breezeway-TV:	Social Media person (Kendra Parker)
Release Form:	Signed forms to film external visitors

Security	
<i>Head of Security – Greg Roye / Public Safety (publicsafety@stu.edu)</i>	
Assess Security Needs:	
Police/Guard Support:	
Reserve Parking/ and or Special Needs:	
Parking Passes Needed:	
Alcohol:	*Must hire security if student event
MCR Events:	*Block upstairs with expansions *Assign-to direct to bottom section

Marketing/Communications

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Communications/ Publicity:	<input type="checkbox"/> Newsletters <input type="checkbox"/> News/Newspaper <input type="checkbox"/> Printed Invitations <input type="checkbox"/> Email Invitations <input type="checkbox"/> Online RSVP <input type="checkbox"/> Presentation <input type="checkbox"/> Video <input type="checkbox"/> Other
Collateral Needs:	
Led Comm.:	Kendra Parker

Event Planning	
<input type="checkbox"/> Nametags	
<input type="checkbox"/> Place Cards	
<input type="checkbox"/> Tent Cards	
<input type="checkbox"/> Invitations	Designing and Proofing
<input type="checkbox"/> Programs	Designing and Proofing
<input type="checkbox"/> Entertainment	
<input type="checkbox"/> Photographer	
<input type="checkbox"/> Videographer	
<input type="checkbox"/> Décor	
<input type="checkbox"/> Linens	(Table cloths, spandex for high-tops)
<input type="checkbox"/> Flowers	
<input type="checkbox"/> Vendors	
<input type="checkbox"/> Event Tools	<input type="checkbox"/> Agenda <input type="checkbox"/> Timeline <input type="checkbox"/> Event Script <input type="checkbox"/> Presentation <input type="checkbox"/> Speaking Script

Other Needs

For I.C.C. Use only	
_____ Submitter Admin.	_____ Date
_____ S.B.A. V.P. / Approval	_____ Date
_____ S.B.A. P. / Approval	_____ Date