

Event Planning Sheet

Name of Event:

Event Coordinator:

Date of Event:

Anticipated Attendance:

Location of Event:

Rain Location for Event:

Set-up Time of Event:

Time of Event:

Clean-up Time for Event:

Is this event co-sponsored? Yes ___ No ___

Name of co-sponsor:

What is the co-sponsor contributing?

Has a room diagram been done for the event? Yes ___ No ___

How many chairs are needed?

How many tables will be needed? Is a specific size needed?

What equipment is needed for the event?

- | | | |
|-----------------------------------------|-----------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Stage Sections | <input type="checkbox"/> Posters for Event |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Sign-up Sheets | <input type="checkbox"/> Upcoming event posters, quarter sheets |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Pens | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Clip Board | |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Decorations | |
| <input type="checkbox"/> Extension Cord | <input type="checkbox"/> Painters Tape | |

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What purchase orders are needed to purchase supplies for this event? Make sure your Treasurer has enough notice to submit these requests, as Purchase Orders need to be approved two weeks prior to events. Use the Event Budget Form to list the purchase orders needed for this event.

When is your committee going shopping for the event supplies?

Who is driving?

Where is everyone meeting?

Ordering food for the event? Yes___ No___ If yes, only licensed caterers or restaurants are approved food vendors. Your organization is not allowed to make food and serve it at a public event. See the USG Business Office with questions.

Food Vendor:

Vendor Address:

Vendor Phone #:

Circle One: Food to be delivered or must be picked up? Time:

Have you turned in all the vendor receipts to the USG Business Office? Write the purchase order number at the top of all receipts, prior to handing in.

Couple of Notes on working with vendors at your event:

- Meet the vendor when they arrive to campus. (Sometimes it even states in the vendor contract that volunteers from your organization will be needed to help load and unload as well as help during the program.)
- Vendors performing services on campus must be accompanied by a member of your organization to the location of the event in order to answer any questions about where they should set-up.
- Be present throughout the duration of your program up until the vendor leaves. This is very important because you will be able to determine the quality of service you are receiving and the representative will also be there in case any problems occur.

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