

# EVENT PLANNING CHECKLIST

Please consider these questions to help us ensure you have a successful event.

## VENUE SELECTION

- What day(s) does your event take place?
- What are your advertised event times?
- How many guests are expected to attend?
- What types of activities do you have planned?
- Do you have an agenda?
- What type of meeting space(s) will you need?
- Will you need breakout spaces?
- Will you have any off-campus activities?
- Do you need to store items overnight?
- Do you have any other special needs?



## AUDIO/VISUAL

- How many people will be presenting?
- Do you need to use projectors and screens?
- Will multiple laptops need to be used?
- Do you need microphones?
- Do you have any video conference calls (ex. Zoom)?
- Will you have any third-party vendors (ex. DJs)?
- What time will you arrive in the room for A/V setup?

## DAY OF THE EVENT

- How do you want the room set up?
- Will you need any set-up changes throughout the event?
- What time will your staff and presenters arrive?
- Will you need reserved parking?
- Will you need directional signage?
- Do you need any golf carts or shuttles?



## FOOD AND BEVERAGE

- Do you plan on having any of your meals catered?
- What time are your meals?
- What type of cuisine do you prefer?
- What service level do you prefer (ex. buffet vs. plated)?
- Are you aware of any major food allergies?

**CONTACT US TO HOST YOUR NEXT EVENT!**

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