**EVENT PLANNING FORM**

**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Department or Organization Coordinating the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Person of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*please include setup and teardown times

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*please check the Astra schedule to verify no other events are being held in the location

Is this an outdoor event? Yes No Inclement weather location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event (speaker, student activity, concert, other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the event been organized before? Yes No

Number of individuals in attendance (estimate): \_\_\_\_\_\_\_\_\_

Admission to the event? Yes No If yes, please list cost of admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PRIOR TO EVENT:**

* Room scheduled in ASTRA
* Work order completed & submitted no less than two weeks prior to event

Date to be submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Draw a diagram with room setup specifications
* If needed, reserve an extra room to be utilized by performers, speakers, award recipients, etc.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review event location for possible maintenance/housekeeping tasks:
	+ Re-lamp event space
	+ Specific areas to clean

List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Items to move:

List from and to locations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Other (cover gym floor, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If required, create & mail a contract for speakers/entertainers-Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If required, obtain a Certificate of Liability Insurance- Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send a listing of hotels & restaurants, as well as specific directions to campus for guests
* Vehicle on campus (speak with security about blocking off parking space for semi-trailers, etc.)
* Overnight parking waiver

**EQUIPMENT:**

* Electricity required
* Multiple vendors requiring electricity?

How many vendors? \_\_\_\_\_ Volts: \_\_\_\_\_\_\_\_\_\_\_

* Audiovisual equipment required

List specifics (microphone, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables:

* Round…………How many? \_\_\_\_\_
* Banquet………How many? \_\_\_\_\_

Table skirts:

* College table skirts (department)……..How many? \_\_\_\_\_
* Disposable table skirts……………How many? \_\_\_\_\_

Chairs:

* Folding/Blue Chairs…………How many? \_\_\_\_\_
* Arm Chairs…………How many? \_\_\_\_\_
* Coat rack required
* College banners
* Additional trash can…………How many? \_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUBLICITY:**

* Posters

Created by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date needed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Correct use of the college’s logo, color palette, font, etc.
(refer to the college’s Style Guide for additional info)

* Posters added to bulletin boards
* Invitations (rsvp for the event?)
* News Release, send date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| * Postcards
 | * Table Tents
 |
| * Marquee (outdoors)
 | * TV Monitors
 |
| * Social Media
 | * Website calendar
 |
| * Stall Stories
 | * Inter-campus email
 |

* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Request a photographer/videographer

Individual’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CATERING**

* Contact Boxcar Express
* Complete a Catering Order & Agreement
* Make a request for payment

**MISCELLANEOUS:**

* Order flowers, name tags, etc.
* Choose a gift item for speaker
* Create programs, if needed
* Work order completed for placement of outside signage
* Designated seating arrangement
* Travel schedules completed
* Payment arrangements made with speaker/performer

**SECURITY/SUPERVISORS:**

* Security informed about the event
* Additional Sandburg security staff required
* Volunteers needed in addition to campus staff

How many? \_\_\_\_\_ Individual coordinating the volunteers?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Security notified about unlocking/locking the event space at specific times

**DAY OF EVENT:**

* Bottled water and mints/snacks for the speaker
* View the space for liability risks
* Verify room setup meets ADA requirements
* Flatbed cart required for move-in/out
* Restrooms cleaned and supplies stocked
* Signage posted inside the college directing visitors to the event location
* Signage posted stating *please be quiet presentation in progress*, etc.

**Work Order instructions:**

In order to ensure that your event runs with maximum efficiency, please include full details in your work orders. All work orders should be completed and submitted no later than two weeks prior to the event date. If items need to be removed to allot for additional event space, then please specify in your work order where the items should be temporarily placed or speak with the custodial staff. Example: The Student Center couches near the television need to be moved and stored in maintenance’s area because B76 (the Founders Lounge) will be in use.

**Example of a work order:**

Gale Scholars Induction Ceremony: Scheduled for Friday, April 27 at 1 pm in the Student Center.

 Please setup the following no later than 9 am on Friday, April 27th:

1. Wood podium centered on the floor in front of the two steps (nearest to the Tutoring Center). Add the microphone stand to the podium. The podium may need to be cleaned, as last time it was used there were noticeable coffee stains. Place trash cans away from where the podium is situated.
2. The Children’s School artwork projects may be pushed closer to the windows to accommodate room for the food tables. Please make sure the window blinds have been halfway lowered.
3. 70 chairs (regular blue chairs and additional folding chairs) in rows with a middle aisle facing the podium.
4. Round tables and additional chairs can be left behind the setup of 70 chairs.
5. Couches may need to be moved to allow for more tables & chairs.
6. Fred will have three 8-foot food tables in front of the windows.
7. Also, add the processional banners (located in the board room) to the top step behind the podium.
8. Add the special event signage (kept in room E155) outside directing traffic from our entrances and ring road to parking lot B. Please place signs along the sidewalks and one sign near the building B main entrance door directing guests into the Student Center. Once the event is complete, return the signs to room E155.
9. Remove the 8-foot table at the main entrance door and store it in room B60. The long range forecast predicts 60 degrees for a high; please supply a coat rack and place it near the information booth. If the temperature is more than 70 degrees, the coat rack will not be needed.
10. The ceremony should conclude no later than 3 pm, at which time clean-up can begin.
11. See the attached diagram for room setup details. For additional questions, please contact Misty Lyon ext. 5422. Thank you!