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| **Event Information** | | | |
| Event Name: |  | | |
| Event Date/Time: |  | | |
| Event Location: |  | | |
| Department/Oversight: |  | | |
| Cost Center: |  | Budget: |  |
| Guests: | # Staff Faculty Students Off Campus | | |

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| **General Requirements** | | | |
| Comet Calendar Posted: | Internal Public | | |
| Risk Assessment Submitted: |  | Approval Received: |  |
| Event Registration Submitted: |  | | |

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| **Room Reservation** | |
| Location(s): |  |
| Dates/Times Requested: |  |
| Request Submitted: |  |
| Confirmation Received: |  |

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| **Facilities Management** | | | |
| Request Details: | Cocktail Tables Staging [must submit separate requests via on-line form for tables/stage] | | |
| Set-up Date/Time: |  | Breakdown Date/Time: |  |
| Request Submitted: |  | Confirmation Received: |  |
| Work Order #: |  | | |

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| **Catering** | | | |
| Chartwells |  | | |
| Food/Beverage Needs: | Reception Plated Buffet | | |
| Alcohol/Bartender | Included in Risk Assessment | | |
| Set-up Time: |  | Breakdown Time: |  |
| Request Submitted: |  | Invoice #: |  |
| Outside Catering: | Request Submitted\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation Received\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **Media Services** | | | | | | | |
| AV Needs: | Tech Support On-Site Set-up Only | | | | | | |
| Set-up Date/Time: |  | | Sound Check Date/Time: |  | | Breakdown Date/Time: |  |
| Request Submitted: | |  | Confirmation Received: | |  | | |

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| **Parking/Police** | |
| Police/Guard Support: |  |
| Parking Needs: |  |
| Campus Signage: |  |
| Included on Event Registration | |

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| **Marketing/Communications** | |
| Development: |  |
| Communications/  Publicity: | Social Media Newsletters News/Newspaper  Printed Invitations Email Invitations Online RSVP  Presentation Video Other |
| Collateral Needs: |  |

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| **Miscellaneous** | |
| Nametags |  |
| Place Cards |  |
| Tent Cards |  |
| Invitations |  |
| Entertainment |  |
| Photographer |  |
| Videographer |  |
| Décor |  |
| Flowers |  |
| Signage |  |
| Staff/Volunteers |  |
| Vendors |  |
| Event Tools | Agenda Timeline Event Script  Presentation Speaking Script Set-up Floor Plan |

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| **Other Needs** |
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Event Planning Guide: <http://www.utdallas.edu/events/>