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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/>