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| **Event Information** | | | | | |
| Event Name: |  | | | | |
| Event Date/Time: |  | | | Rehearsal Date/Time: |  |
| Department/Oversight: |  | | | | |
| Cost Center: |  | Budget: |  | | |
| Target Audience: | Staff Faculty Students Off Campus | | | | |
| Expected Participation: |  | | | | |

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| **General Requirements** | | | |
| Comet Calendar Posted: | Internal Public | | |
| Event Registration: |  | Special Event Risk Assessment: |  |
| Space Requirement: *(i.e.: venue for production)* |  | Reservation Request Submitted: |  |

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| **Message/ Event Content** | |
| Purpose: |  |
| Guest Speakers: |  |
| Presentation/PowerPoint: |  |
| Scripted: | No Yes – Script Writer: |

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| **Technical Production** | | | | | | | |
| Delivery Type: | Live Pre-Recorded Interactive Hybrid | | | | | | |
| Streaming Platform: | Teams Facebook YouTube Other: | | | | | | |
| Production Support: | Media Services Communications Team OIT Outsourced Company | | | | | | |
| AV/Video: | Video Recording Video Editing Tech Support | | | | | | |
| Additional Equipment: | Computer Headsets Mic Video Camera Lighting Backdrop | | | | | | |
| Set-up Date/Time: |  | | Sound Check Date/Time: |  | | Breakdown Date/Time: |  |
| Request Submitted: | |  | Confirmation Received: | |  | | |

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| **Marketing/Communications** | |
| Communications/  Publicity: | Email Invitations Printed Invitations Online RSVP  Social Media News Center/Intercom Media Relations  Other |
| Collateral Needs: |  |

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| **Miscellaneous** | |
| Agenda |  |
| Timeline |  |
| Staff/Volunteers |  |
| Other Vendors |  |

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