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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/>