Event Planning Worksheet

Use this tool as a way to organize your thoughts before completing the online Event Form.

BASIC INFO

Event Name: _____

Event Date(s): _____

1st Choice Room: _____

2nd Choice Room: _____

Rain Location: _____

Who are the attendees? Faculty, Staff, Students?

_____

Start Time: _____   End Time: _____

Event Description: _____

_____

_____

EVENT SET UP

Tables & Chairs: _____ # Rounds _____ # Chairs

_____ # 8' Rectangle Tables

_____ # 6' Rectangle Tables

_____ # Paper tablecloths Blue or White?

Should they be linen? They will need to be included in my catering order in this case.

Misc Items: _____ # Easels _____ # Podiums

_____ # Trash Barrels _____ # Display Board

Room Layout: I.e. Audience _____

Do I need to create a diagram for the set up? _____

Other Items: _____

Media Needs: _____ LCD Projector _____ Screen

_____ Laptop (Mac or PC) _____ DVD Player

Do I need sound for a presentation? _____

_____ Podium Mic _____ Wireless Mic

_____ Lapel Mic _____ Wired Mic on Stand

_____ Overhead Projector for Transparencies

Am I using additional equipment that will need to be "plugged in?" I.e. IPod, mp3 player?

Am I showing a film? Have I put it on reserve in the library and will I then need a Media Services Tech to pick it up and set it up? _____

_____

FOOD NEEDS

Do I need to place a catering order? _____

Am I brining food and will need trash barrels? _____

Will alcohol be served? _____ Yes _____ No

If yes, did I complete an alcohol form? _____

SPECIAL SERVICES

If guests are coming from off campus have I connected with Public Safety to organize parking needs? _____

If special clean up is a concern a custodial detail should be included in my event form.

PUBLICITY

Do I want this event on the Wheaton calendar, if so have I completed the form online from the calendar web site? _____