Event Planning Checklist

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Reference #</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Budget – Per Person:</th>
<th>Overall:</th>
</tr>
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Event Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Sponsoring Organization</th>
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<table>
<thead>
<tr>
<th>Phone</th>
<th>E-mail</th>
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Expected Head Count

- [ ] UMass Dartmouth Community Only
- [ ] Off-campus Guests Invited
- [ ] Free Entry
- [ ] Open to the Public
- [ ] Cost of Admission

Event Description

- [ ] Banquet
- [ ] Meeting
- [ ] Panel Discussion
- [ ] Information Session
- [ ] Conference
- [ ] Reception
- [ ] Class
- [ ] Fair

Event Set-up

- [ ] Banquet for
- [ ] U-shape for
- [ ] Hollow square for
- [ ] Cleared Floor
- [ ] Classroom Style
- [ ] Theatre Style for
- [ ] Reception Style
- [ ] Dance/Social
- [ ] Other (Please Describe Below):

Additional Operational Needs

- [ ] Registration Table
- [ ] Food Tables
- [ ] Bar Tables
- [ ] Podium
- [ ] Stanchions
- [ ] Stage
- [ ] Easel
- [ ] Pipe and Drape
- [ ] Chairs
- [ ] Tables
- [ ] Tent

Special Instructions:
Technical Services

- [ ] Microphone
  - [ ] At podium
  - [ ] Wireless head set
  - [ ] Wireless handheld
  - [ ] Wired

- [ ] Computer Presentation
  - [ ] PowerPoint
  - [ ] Other
  - [ ] Presentation off Internet

- [ ] Film Showing
  - Media Type __________

- [ ] Music
  - [ ] CD
  - [ ] iPod/ mp3 player
  - [ ] Laptop

- [ ] Data/ Video Projector

Special Instructions:

________________________________________________________________________________________
________________________________________________________________________________________

Catering  umassd.catertrax.com

C3 Catering – University of Massachusetts Dartmouth Catering Services prides ourselves on our ability to meet any need with style and creativity, assuring the success of your event.

- [ ] Yes  
- [ ] No  

Delivery Time(s):____________________________

Other Catering Needs

- [ ] Linens
- [ ] Hi-top cocktail tables
- [ ] Bar Service
- [ ] Wait staff

Catering Notes:

________________________________________________________________________________________
________________________________________________________________________________________

Transportation

- [ ] Corsair Shuttle Service

Start time: ___________________________  
End time: ___________________________

Starting destination: __________________ 
Ending destination: __________________

Public Safety

- [ ] Detail (minimum of four hours)

Start time: _____________  
End time: _____________
Signage
☐ Visitor parking and signage

Title: _____________________________________________

Facilities
☐ Custodian (minimum of four hours)  Start time: _______________  End time: _______________
☐ Extra trash barrels  ☐ Fencing

Special Accommodations
(e.g. - handicap access, medical conditions, allergies…)
________________________________________________________________________________________
________________________________________________________________________________________

Additional Comments:
________________________________________________________________________________________
________________________________________________________________________________________