

Event Planning Checklist

Event Name _____ Event Reference # _____

Date _____ Location _____

Start Time _____ End Time _____

Event Contact Information

Name _____ Sponsoring Organization _____

Phone _____ E-mail _____

Expected Head Count _____

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

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
- Chase Canopy
 - Pipe and Drape
 - Chairs
 - Tables
 - Tent

Special Instructions:

Technical Services

- Microphone
- At podium
- Wireless ear set
 - Wireless handheld
- Wired
- Computer Presentation
- PowerPoint
- Other _____
- Presentation off Internet

- Film Showing
Media Type

- Music
- CD
- iPod/ mp3 player
- Laptop

- Data/ Video
Projector

MARQUEE REQUEST

Go To University Marketing and select “Campus Marquee” to input your request

OR COPY & PASTE LINK:

<https://app.smartsheet.com/b/form/b61581dd822b4bb2a2f9c5ea2cb793f0>

Catering umassd.catertrax.com

University of Massachusetts Dartmouth Catering Services pride 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: _____

Facilities

Custodian (minimum of four hours) Start time: _____ End time: _____ Extra
trash barrels Fencing

Rain Call/Rain Plan (if Outdoor Event):

Special Accommodations / Additional Comments:

(e.g. - handicap access, medical conditions, allergies...)

Professional Staff at Pre-Event Meeting:

Dining Services: _____

Operations: _____

Tech: _____

Facilities: _____

Grounds: _____

Electrical: _____

DPS: _____

Building Permit: _____
Fire Permit: _____
Dig safe: _____

Athletics: _____