



UMass

Dartmouth

CONFERENCE & EVENTS OFFICE

Campus Services

Event Planning Checklist

Event Name _____ Event Reference # _____

Date _____ Location _____

Start Time _____ End Time _____ Budget – Per Person: _____ or Overall: _____

Event Contact Information

Name _____ Sponsoring Organization _____

Phone _____ E-mail _____

Expected Head Count _____

UMass Dartmouth Community Only

Off-campus Guests Invited

Open to the Public

Free Entry

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

L & E Rentals

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: _____



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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:

