



Event Checklist

Event Title:

Event Description:

Event Date:

**Check for conflicts with other University major events, Federal Holidays, Academic Calendar, religious holidays and athletic events

Event Time:

Event Venue:

Reservation Confirmation Number

Venue Contact person

If a contract is required, has it been processed through Procurement

Event Rental Fee

Guests:

Expected number of guests List

VIP guests with name and title

Is the President expected to attend?

☐

Yes

☐

No

If yes, date confirmed and point of contact

Is the Provost expected to attend?:

☐

Yes

☐

No

Date confirmed and point of contact

Is the President's Cabinet expected to attend?:

☐

Yes

☐

No

Date confirmed and point of contact

Speakers:

Program Order

Have all speakers been notified? ☐ Yes ☐ No

Name and contact information

Provide speakers with Event Summary 3 days prior to event

Marketing Needs:

Marketing request form: <https://form.asana.com/6d2B4IN1biDpyYCbccVFgw&d=1104928845258381>

Point of contact name and contact information

Date Submitted

Invitations

Is Save the Date needed?

Printed or Digital

Cost

Invitation - Printed, digital or both

If printed, how many and when do they need to be mailed

Who is mailing, University contact or vendor?

How many

Who gets extras

Cost

Printed Programs

Will you have a printed program?

How many needed?

In-Hand Date Needed

Who is printing and when

Who is picking up and when

How will programs be distributed

Identify who will place them
or hand them out:

Promotional Items

Promo Item Costs

Food:

Catering confirmed (date)

Point of contact name and number

Menu

Dietary restrictions for guests

*Who is responsible for monitoring
dietary restrictions day of?*

Time food to be set by

Special instructions for set-up

What time event is expected to end

Special instructions for service

Linens

Who is providing?

Color

If not using Chartwells Complete Application for Exception to Bring Food on Campus:

<https://www.memphis.edu/uc/pdfs/oodexceptionchartwellsaugust2019.pdf>

Date of approval or denial

Contract processed through Procurement

Cost

Set-up:

Set-up by date and time

Venue point of contact name and number

Day of event point of contact name and number

Details of set-up

Are you using in-house
or is outside vendor?*Required if using contractor:*

Company name

Point of contact name and telephone number

Venue day of point of contact and telephone number

Room Layout - include # of tables and chairs

Is registration/check-in area needed?

Is a stage needed?

Size

Stairs

☐ Yes☐ No

Ramp

☐ Yes☐ No

Is a stage needed?

☐ Yes☐ No

Are table numbers needed?

☐ Yes☐ No

Who is providing table numbers?

Who is providing table number stands?

Reserved Seating?

☐ Yes☐ No

Who is providing placeholder item?

Who is putting placeholder at seats?

A/V

What is needed?

When is it needed?

Background music before and after

Will there be a presentation?

☐ Yes ☐ No

☐ In-House A/V ☐ Outside Contracted A/V

If using contractor, has contract been processed through Procurement

Company Name

Point of Contact Name and Phone

Day of Point of Contact and Phone

Sound Check Date and Time

Entertainment

Entertainment type and name

Booked by who and when

Performance time (include beginning, ending and breaks)

Sound check time

Power needs

Pouncer

Date of Request made with Athletics

Time you would like Pouncer present

What would you like Pouncer to do

Green Room location for Pouncer

Estimated Cost for Pouncer

Parking

Date and Time needed

Garage or Lot Rental Request

https://www.memphis.edu/parking/pdf/%20garage_Draetnet%20arel_grueessetr%20vwaatiso%20n_form.pdf

Date request was made

Date Confirmation received

Cost

Parking Attendant Needed?

Is Shuttle Needed? https://www.memphis.edu/parking/pdf/shuttle_request.pdf

Confirmation received

Cost

VIP Guest List

Reserved Parking Marked

Contact

University Calendar

[Click Here to submit event to the University Calendar](#)

Date Event Submitted

Photography

Date and Time needed

Source name and contact info

Date confirmed

Cost

Shot List Created

Who should receive post event photos

Videography

Date and Time needed

Source name and contact info

Date confirmed

Cost

Shot List Created

Who should receive post event videos

Event Consortium Reserve Request

Date Request Made

Date of Pick-Up

Date of Return

Is Physical Plant Work Order needed for pick-up and delivery

Delivery date, time and location

PP point of contact (name/ number)

Who will meet the movers

Florals

What is Needed

Source

Point of Contact

Contact Number

Delivery date and time

Vases rented?

Return Time and Lead

Cost

Balloons

What is Needed

Source

Point of Contact

Contact Number

Delivery date and time

Return Time and Lead

Cost

Media

Media Lead

Media Advisory / Press Release Requested?

Security

Is security personnel needed

Request made to who & when

Date Confirmed

Alcohol Request

Is alcohol is being served?

Request for Alcohol Service Exception

<https://memphiscentral.etrive.cloud/Index#/orm/334>

Date submitted

Date approved

Bartending Service

Name and Contact Info

Date Contract Processed Through Procurement

Cost

Are they providing beverages?

Are they providing all barback supplies?

Can you return unopened bottles for credit?

Who is responsible for returning?

Date To Return

Physical PlantSubmit Work Orders Here: <https://umwa.memphis.edu/forms/index.php/worq>

Check Space

Cleanliness

Temperature

Lighting

Trash Receptacles

Check Elevator for Cleanliness

Check Parking Garage

If you are having a major event and the UC freight elevator will be utilized heavily:

Do you need an on-site technician?

Work Order Submitted

Cost

Do you need an on-site electrician?

Work Order Submitted

Cost

Does this event require additional custodial services?

Work Order Submitted

Cost

Invoices

Have you received all invoices?

Who will promptly process?