Event Planning Checklist

This form is a tool for you to print out or download where you can track and organize your event planning needs. If you have any questions, contact the College Events team at CollegeEvents@ursinus.edu

Event Information:

Event Name: _______________________________  Event Date: _______________________________

Event Location: _______________________________  Day-of Event Contact: _______________________

Space Request Submitted On: _______________________________  Space Confirmation Received On: ____________

Resources: All requests MUST be placed a minimum of 2 weeks prior to event date

Questions on what each resource offers? See our resource guide on page 2!

Does this event require catering?  □ YES  □ NO

  Catering Request Submitted On: _______________________________

Does this event require technical support?  □ YES  □ NO

  Event Technology Request Submitted On: _______________________________
  Tech Support Request Submitted On: _______________________________

Does this event require facilities services support?  □ YES  □ NO

  Facilities Services Request Submitted On: _______________________________

Marketing/Promotion:

Posted to events calendar?  □ YES  □ NO  Do I need to make a TV slide?  □ YES  □ NO

Do I need flyers?  □ YES  □ NO
PLEASE NOTE: A skilled and resourceful team of Ursinus staff is waiting to help you set the stage for a successful event. Place your requests **a minimum of 2-3 weeks in advance** to make sure resources and staff are available.

<table>
<thead>
<tr>
<th>Department</th>
<th>Provided Resources</th>
<th>Submit Requests to Contact Email</th>
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</table>
| Facilities Services   | • Tables (banquet and round)  
                          • Chairs  
                          • Wooden podiums & lecterns  
                          • Trash cans  
                          • Easels  
                          • Temperature control for spaces  
                          • Swipe access for spaces  
                          • Oversees cleaning services | Facilities@ursinus.edu |
| Cleaning Services     | • Trash can liners  
                          • Trash pick-up  
                          • Additional cleaning | CleaningConcerns@ursinus.edu |
| Event Technology      | • Pop-up projector  
                          • Portable speakers  
                          • Clear Plexiglas podium  
                          • Podium banners  
                          • Branded step and repeat banners  
                          • Portable TV monitors  
                          • Handheld microphones  
                          • Lavaliere microphones  
                          • Video recording  
                          • Outdoor movie set ups  
                          • Student Event Technician coverage | EventTechnology@ursinus.edu |
| Tech Support          | • Poster printing  
                          • Conference call phones & support  
                          • Classroom Technology Support  
                          • Adapters  
                          • Loaner Laptops  
                          • Software management & support (i.e. Zoom, Teams) | TechSupport@ursinus.edu |
| Catering              | • Food  
                          • Beverages  
                          • Bar services  
                          • Food table & chair orders  
                          • Linens | Catering@ursinus.edu |
| Campus Safety         | • Parking  
                          • GEM car/golf cart escorts  
                          • Locking and unlocking classrooms  
                          • Temporary swipe access for special spaces | CampusSafety@ursinus.edu |