

USD External Client Event Check List

Title of Event: _____
Date of Event: _____
Time of Event: _____

Have you filled out a space request Form? Please visit the website for an on-line space request form: http://www.sandiego.edu/soles/forms/space_request.php

Yes **No**

Type of Event (check all that apply):

- Conference
- Meeting
- Discussion Group
- Speaker
- Other _____

Target Audience

- Current Students
- Alumni
- Faculty, Staff, Administrators
- Other: _____

Purpose (Description) of Event

Room Setup

Preferred Room(s): _____

Special Equipment/AV needs: _____

Room(s) requested: _____

Room(s) confirmed: _____

Catering: USD Catering is the exclusive caterer campus wide.

- Contacted Catering and Submitted Order
- Confirmed dates, times, and delivery of services
- Created signage for guests

Preferred Menu: _____

Bar Service: Yes No

Final Work Order Submitted: _____

Approved FINAL menu: _____

- Submit final order with approximate count of attendees and menu (10 business days before event)
- Submit final count of attendees 3 business days before event

Parking Reservations & Signage

Contacted Parking Services for event: _____

Secured Visitor's Guest Passes

Other items needed (check applicable)

- Direction signs for elevator and other areas
- Packages and materials
- Name tags
- Sign-In sheets
- Email attendees event reminder and parking instructions
- Photographer: _____

Audio Visual Needs (check applicable)

- Contacted the Audio Visual Technician regarding Audio Visual Needs.
- What are the Audio Visual needs (Circle all that apply)?
Mics PowerPoint Other: _____

Registration & Marketing

- Registration process in place
- Marketing Strategy in place

Notes: _____
