

USD Internal Client Event Check List

Title of Event: _____

Date of Event: _____

Time of Event: _____

Anticipated number of attendees: _____

Fee: _____

P _____
O _____
E _____
T _____
S _____

Type of Event (check all that apply):

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

Target Audience

- Current Students
- Alumni
- Faculty, Staff, Administrators
- All University
- General Community
- Other _____

Purpose (Description) of Event

Room Setup

Preferred Room(s): _____

Special Equipment/AV needs: _____

Room(s) requested: _____

Room(s) confirmed: _____

Catering

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

Reserve parking spot #26: Yes No If yes, name: _____

Additional reserved parking spot: # _____

Reserved parking submitted (ask for names): _____

Reserved parking confirmed: _____

Submitted signage request: _____

Submitted marquee request: _____

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)

- What are the audio Visual needs (Circle all that apply)?
Mics PowerPoint Other: _____

Registration & Marketing

- Create registration page
- Submit event information to mypostings

Notes:
