Event Setup Checklist

Organization Planning Event: ________________________________
Name of Event: ____________________________________________ Estimated Attendance: __________
Location of Event: ______________________________ Date of Event: ______________
Desired Set-Ready Time: _______ Start Time: _______________ End Time: ______________

1. Which categories best describe the nature of your event?
   Dance    A Capella    Speaker/Lecturer    Variety Show    Dinner    Meeting
   Other: ________________
   a. Describe the program for your event:
      _____________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________

2. Check all of the components that you will need and answer all associated questions:
   □ Sound System (Answer question 3)
   □ CD Player
   □ iPod Cable
   □ DVD Player
   □ Videotaping
   □ Projector/Screen (Answer question 4)
   □ Lectern   Preferred location for lectern: _________________________________
   □ Furniture (Only available for Wilson Commons – Answer question 5)
   □ Other: ___________________________________________________________________

3. If you need microphones, please indicate below how many of each type you will need:
   b. Lectern Mic    Yes    No
   c. Wireless: Lavalier (Clip-on): _______ Handheld: _______ Headset: _______
   d. Wired: Vocal Mic: ______________
      Instruments (include type and number):
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
4. If you are using projection, what are you projecting from? (Circle all that apply):

   Laptop  DVD Player  Other:__________

   a. If you are speaking from a lectern, would you like the laptop to be at the lectern?

      Yes   No, I would like it: ___________________

   a. Describe your preferred location for the projection screen:_____________________________

   b. If you are projecting from a laptop, will it have audio?  Yes   No

   b. If you are projecting from a laptop, is it a Mac?  Yes   No

      If you are using a Mac, what model and year is it? ____________________________

   Note: Playing videos from a laptop is strongly discouraged.

5. If you need furniture please indicate the numbers of each:

   5' Round tables:__________  6' Rectangular tables:__________  Chairs:________

   c. Draw the configuration that you would like in the space below. Note: We typically set 8 chairs around each round table.

6. The delivery and pick-up for any external rentals must be coordinated through our office. Please list any rentals that you have requested, including both the vendor and the item: ____________________

   __________________________________________________________________________________

   __________________________________________________________________________________

7. If this is a catered event, please provide the name of the caterer and the time the time that they are scheduled to arrive:______________________________

8. Additional Notes:_____________________________________________________

   ____________________________________________________________________

   ____________________________________________________________________

   ____________________________________________________________________