**Event Title**

* Venue – Name
  + Reserved (when and with who)
  + Verified (when and by who)
* Date -
* Time –
* Guests – Planning for (number)
  + VIP Guests
    - Name and Title
* Catering (Order placed on (when and with who)
  + Name of Provider (Food set by {date and time})
    - List menu items here
    - List any other info about table setting
    - Date reserved and confirmed and who verified
* Set-up
* Set-up by (date and time)
* Detail set-up
* Detail lay-up (indicate if there is an attachment)
* Detail out any specialty details such as RSVP seating
* Podium and sound system
  + Use existing room podium with logo or bringing one in
  + Reserved through (who and when)
  + Sound Check (when)
* Music
  + List details of music
    - Perform (or play) from (insert time)
    - Sound check (time)
    - List any specialty items for music
    - Include payment information for musician if necessary
* Parking
  + Detail out any specialty details of Parking Requirement
  + Date reserved/confirmed and with who
  + If parking attendant is being used and VIP guest are in attendance provide a list
    - VIP and title
* Photography
  + Date confirmed and by who
* Videography
  + Date confirmed and by who
* President’s Calendar (if necessary) – Date confirmed and with who
* Provost Calendar (if necessary) – Date confirmed and with who
* Program
  + Order of Program
    - Detail out here in bullet form
* If printed program is being used
* To be completed by (date)
* To be printed (by who and when)
* Who is picking up and when
* Centerpieces
  + Detail number and style
  + Detail delivery date, time, and location
  + If vases are rented when will they be returned and by who
* Tablecloths – (Vendor Name)
  + Number and size
  + Any table skirting required?
  + Date and who the order was placed/confirmed with
  + Return date
* Vertical Banners
  + How many
  + Reserved with who and when
* Invitations (Marketing and Communication)
  + Who and when confirmed
  + Number needed
  + Mail/Email/both
  + If to be mailed when and by who
* Media
  + Who has lead
* Other