**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