

## Final Check List for Event Planning

- Date, Time and Location** for set-up, event, and take-down confirmed in University Scheduler (Call Community Development at x2906 with questions).
- Guaranteed attendance** number given to Security (x2814), Gourmet Dining Services (x9558), and the rental company for appropriate table and chair order.
- Budget** should be considered when purchasing last minute items (amount \$ \_\_\_\_\_, spending account number \_\_\_\_\_).
- Follow-ups** made to outstanding invitations. Special directions and maps faxed to guests.
- Programs** delivered.
- Rental Equipment** has been confirmed and a diagram provided for room set-up. Hodges will arrive approximately 8:30am on the day of the event. Check to make sure all of your arrangements have arrived on time and arranged as desired.
  - Tables ordered (size and quantity) \_\_\_\_\_
  - Chairs ordered (kind and quantity) \_\_\_\_\_
  - Staging ordered \_\_\_\_\_
  - Coat racks with hangers (coat check tickets also available)
- University Equipment Moves** have been confirmed after submission of a Moving Request Form to Physical Plant/Facilities Engineering. Facilities will arrive after 3:30pm either the day before the event or the day of depending on the start time of the event. Check to make sure all of your arrangements have arrived on time.
  - Podium and garbage cans borrowed from Facilities Engineering
  - Seton Hall backdrop borrowed from University Advancement and moved by Facilities
  - Flags/Banners borrowed from Academic Services, moved by Facilities, and presented correctly on stage
- Audio Visual** needs have been confirmed with TLTC or outside company. Make sure that equipment has been delivered on-time and that you are available for sound-check and run through of any special needs.
  - Standing Microphones, wireless mic, sound system, operator.
  - LCD projector and screen, DVD, CD or power point run through with TLTC
  - Webcasting or video recording equipment and operator with required audio feed from sound system.
  - If electrician is needed on duty, arrangements were confirmed with Facilities Engineering
- Seating Arrangements** have been set. Special guests will be seated at head tables or in preferred auditorium seating. Speakers will be seated in order on stage, etc. Check to make sure seats are comfortably spaced apart and that water is available for speakers.

- Menu** needs have been discussed with Gourmet Dining Services and an on-line approval has been received. Do not forget linens for all tables including non-food tables, plateware (china or plastic), and servers. Water, glasses and linens set for tables located on stage area. Check reception area to make sure food has been set at designated time.
- Floral Arrangements and Decorations** confirmed and time of delivery checked (stage pieces, centerpieces, registration and display pieces). Take out any wilted blooms or leaves.
- Entertainment:** Confirmed sound check time and needs with DJs, Band, Choir or performers.
- Advertising** has been arranged with your account manager and properly distributed as audience builder and to attract media.
- Signage:** directional and announcement signs for outdoors were laminated, and easels or standing sign holders secured; security requirements signs must be 43"x27.5"; Indoor signs including directional signs toward event rooms and bathrooms, as well as reserved seating and dais signs.
- Parking:** An event request form was submitted to Campus Security. Arrangements have been made for any special parking needs, McNulty Lane, Duffy Lot, Green access, and names of special guests were submitted.
- Tent/Alcohol Permits** have been purchased and approved and are in place on tent or handy, respectively.
- Photographer's** hours and set-up confirmed.
- Student Volunteers** secured to arrive at least 45 minutes early to man greeting outside (parking areas, outside building) and inside directing toward event rooms, registration area, ushers and program distributors, reserved seating managers, escorts for special and handicapped guests, etc. Volunteers should know the locations of the nearest restrooms, exits and elevator.
- Nametags and placecards**, reserved seating signs, registration lists, ticket boxes, brochures, and change for cash boxes have been brought to venue to be arranged at registration area or on tables. Extras are available with marker.
- Schedule** clearly stated and given to all VIPs, staff, and persons with speaking roles.
- Briefing** including role, schedule, and remarks has been provided for Monsignor for events he will attend at least 3 business days before the event and cc:ed to Robyn Andreula and your supervisors.
- Gifts** for special guests and/or favors for guests have been brought to venue.
- Lighting, Temperature and Litter** check in all event rooms, hallways and bathrooms. Call housekeeping x5243 or Facilities Engineering x9454 with any problems.
- Logos** SHU, Department and sponsoring organizations logos are prominently and properly displayed (i.e. Flags/Banners, Podium Signs, Backdrops, LCD Screen Slide).