

Event Logistics Planning Form

This form will assist your chapter in the planning of your event.

EVENT INFORMATION

Name of Event: _____

Event Date: _____ Start Time: ___ am ___ pm End Time: _____ am _____ pm

Reserved Location: _____

Type of Event: ___ Meeting ___ Symposium ___ Conference/Seminar ___ Training ___ Classroom ___ Reception
 ___ Banquet ___ Other: _____

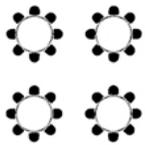
Who May Attend? (check all that apply): _____ Students _____ Professionals _____ Guests

Number of estimated attendance: _____

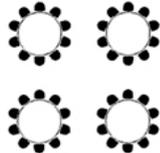
Persons with Disabilities: Will you need assistance with provision of services or auxiliary aids for participants with disabilities?
 If yes, please describe what services or auxiliary aids are:

SET-UP INFORMATION

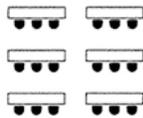
Designate furniture and equipment layout below:



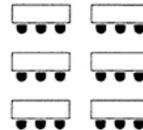
Banquet
60" Round
(8 per)



Banquet
72" Round
(10 per)



Classroom
Straight
18" Tables



Classroom
Straight
30" Tables



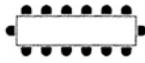
Theatre Style



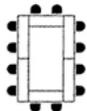
8' x 10' Exhibits



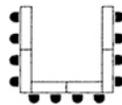
Reception



Conference



Hollow Square



U-Shaped
Tables

Check appropriate Table/Chair Set-up: _____ Classroom _____ Boardroom _____ Reception (standing room only) _____ Theatre
 _____ U-shape _____ Banquet _____ Cafe _____ Special

To confirm reservation and availability of equipment, please contact Hotel/University and/or Conference Services at least (1) one week prior to the confirmed event date.

Set-up Specifications:

Number of Extra Tables for: ___ Head Table/Speaker Panel ___ Registration ___ Display/Info ___ Catering

Number of Extra chairs for: ___ Head Table/Speaker Panel ___ Registration ___ Display/Info

Other Needs: ___ Podium ___ Whiteboard ___ Easel ___

*Please note: dry erase markers, pads and pens are not complimentary; client may be assessed additional fees for supplies

AUDIO INFORMATION

Designate audio equipment locations below

Check all that apply: ___ XLR Cables ___ Quantity ___ podium mic ___ Table Mic ___ Quantity ___ Mic w/ Stand ___ Wireless Hand Mic

Additional needs: _____

MEDIA INFORMATION

Designate media equipment locations below: To confirm availability of equipment, please contact On Campus/University AV Service at least (1) one week prior to the confirmed event date.

Check all that apply: ___ TV/VCR Player ___ VCR/DVD Player ___ Portable Screen ___ Overhead Projector ___ Slide Projector ___ LCD Projector

Additional needs: _____

ADDITIONAL SERVICES & ITEMS FOR VERIFICATION

Check all that apply:

- ___ Lawn Directional Signs
- ___ Copy/Fax Services
- ___ Table Linen/Skirting (non-catering) ___ Quantity
- ___ Parking Permits Quantity x \$_____/permit = _____

Special Parking Assistance. Please contact the On-Site, Hotel, University Security/Parking and Transportation for additional information, requirements and rates.

___ Catering Services (Is outside food permitted in Conference/University facilities?). If not, have we secured on campus catering menus?

Price Per Meal: ___ Breakfast ___ Lunch ___ Dinner ___ Reception

Additional needs: _____

*Please **note**: some services indicated above are not complimentary and will have fees associated with them, please verify that service fees and taxes are applicable.

___ Taxes ___ Service Fees ___ Installation Fees

Total Attendance (per day) including participants, spectators, guests,-exhibitors, performers, entertainers, volunteers, and

employees:

Day One: _____ Day Two: _____ Day Three: _____ Day Four: _____ Day Seven: _____ Day Two: _____ Day Five: _____
Day Eight: _____ Day Three: _____ Day Six: _____ Day Nine: _____

Additional Event Exposures:

Vendors/Exhibitors/Concessionaires? _____ How many? _____ Caterer? Yes/No How Many? _____

Does your program involve any type of physical activity?

- Make sure that individuals hosting the event are well trained to facilitate the activities
- You may want to consider using a waiver form

EVENT BUDGET:

INCOME:					
SPONSORS					
REGISTRATION					
ADVERTISEMENT					
PROMO ITEMS					
IN-KIND					

EXPENSES					
VENUE					
AV					
FOOD & BEV					
PARKING					
TABLES & CHAIRS					
GIVEAWAYS					
MARKETING					