Event Planning Checklist

Event: ___________________________ Date: __________________
Location: __________________________ Time: __________________

☐ 25 Live reservation: Put in your reservation on 25Live. Add as much information as possible to this initial event form. Add your Work Day Cost Center number.
☐ Events Office: The events office will review your request for approval or denial and work with you to finalize details.
☐ Email your Event Planner to coordinate the event details and to confirm a diagram of your event set up.

EVENTS OFFICE PLANNER DETAILS

☐ Diagram of set up
☐ Facilities set up times and charges
☐ Campus Police detail and parking considerations
☐ Work Orders (power, banners)
☐ Transportation/shuttle needs
☐ Campus Card Access
☐ Furniture Rentals
☐ Inclement weather plans, including location plans
☐ Accessibility needs
☐ Final walk through of space

CLIENT TO CONFIRM

☐ Confirm headcount
☐ Catering through Chartwells
☐ Bar through Chartwells
☐ ATC: Request Support
☐ ATC: Sign out equipment
☐ Sound & Lighting: LNL or external rental
☐ Marketing materials

FORMS NEEDED

☐ Check Policies & Procedures (ex: pot lucks not permitted on WPI campus)
☐ External Speaker Form
☐ City of Worcester permits or waivers

NOTES

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Worcester Polytechnic Institute
(508) 831-5613  events@wpi.edu