

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

- | | |
|--|--|
| <input type="checkbox"/> Diagram of set up | <input type="checkbox"/> Campus Card Access |
| <input type="checkbox"/> Facilities set up times and charges | <input type="checkbox"/> Furniture Rentals |
| <input type="checkbox"/> Campus Police detail and parking considerations | <input type="checkbox"/> Inclement weather plans, including location plans |
| <input type="checkbox"/> Work Orders (power, banners) | <input type="checkbox"/> Accessibility needs |
| <input type="checkbox"/> Transportation/shuttle needs | <input type="checkbox"/> Final walk through of space |

CLIENT TO CONFIRM

- | | |
|--|---|
| <input type="checkbox"/> Confirm headcount | <input type="checkbox"/> ATC: Request Support |
| <input type="checkbox"/> Catering through Chartwells | <input type="checkbox"/> ATC: Sign out equipment |
| <input type="checkbox"/> Bar through Chartwells | <input type="checkbox"/> Sound & Lighting: LNL or external rental |
| | <input type="checkbox"/> Marketing materials |

FORMS NEEDED

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

NOTES

