

**Cleveland State University
EVENT PLANNING CHECKLIST**

**Conference Services
523-7203 Fax 687-5545**

Attendance:

Phone:

Account Num/TT6 Info:

*A CONFERENCE SERVICES FACILITY RESERVATION FORM NEEDS TO BE COMPLETED AND APPROVED PRIOR TO THE EVENT
Visit for Facilities Policies and On-Line Reservation Forms*

TOTAL COSTS

BUDGET ESTIMATE

Facilities

Audio/Visual

Decorations

Dining

Labor

Police

Rental Equipment

Other

FACILITIES REQUESTED?

\$

CONFIRMATION RECEIVED?

Location(s):

YES NO

DETAILS / RESPONSIBLE

ADA Requirements

Agenda Completed

Audio/Video

**VHS*

**DVD*

**Computer*

| | YES | NO | DETAILS / RESPONSIBLE | APPROX. COST |
|------------------------------------|-----|----|-----------------------|--------------|
| Catering | | | | \$ |
| <i>*Attire</i> | | | | |
| <i>*Buffet, Sit-Down, Stations</i> | | | | |
| <i>*Menu</i> | | | | |
| <i>*On-site event contact</i> | | | | |
| <i>*Time of first serving</i> | | | | |
| <i>*Vegetarians, Kids, Dietary</i> | | | | |
| | | | | |
| Coat Check | | | | \$ |
| | | | | |
| Dais required | | | | \$ |
| | | | | |
| Décor | | | | \$ |
| <i>*Lobby/Entrance</i> | | | | |
| <i>*Restrooms</i> | | | | |
| <i>*Stage/Podium</i> | | | | |
| | | | | |
| Electricity | | | | \$ |
| <i>*Extra power needed</i> | | | | |
| | | | | |
| Entertainment | | | | \$ |
| <i>*Entertainer/Show</i> | | | | |
| <i>*Background music</i> | | | | |
| <i>*Music/Band/DJ</i> | | | | |

| | YES | NO | DETAILS / RESPONSIBLE | APPROX. COST |
|---------------------------------|-----|----|-----------------------|--------------|
| Flowers | | | | \$ |
| <i>*Bars</i> | | | | |
| <i>*Buffet Tables</i> | | | | |
| <i>*Centerpieces</i> | | | | |
| <i>*Corsage/boutonnière</i> | | | | |
| <i>*Podium floral</i> | | | | |
| Hospitality Suite needed | | | | \$ |
| Housing required | | | | \$ |
| <i>*CSU Residence Life</i> | | | | |
| <i>*Hotel</i> | | | | |
| Insurance Required | | | | |
| Invitations | | | | \$ |
| <i>*Labels</i> | | | | |
| <i>*Quantity</i> | | | | |
| <i>*RSVP info</i> | | | | |
| Lighting - special | | | | |

| | YES | NO | DETAILS / CONTACTS | APPROX. COST |
|-----------------------------|-----|----|---|--------------|
| Linens | | | | \$ |
| <i>*Chair Covers</i> | | | | |
| <i>*Napkins</i> | | | | |
| <i>*Skirting</i> | | | | |
| <i>*Table Sizes</i> | | | | |
| <i>*Toppers</i> | | | | |
| | | | | |
| Nametags Required | | | | \$ |
| <i>*Pre-printed</i> | | | | |
| <i>*Write their own</i> | | | | |
| | | | | |
| Parking | | | | \$ |
| <i>*Directional Signage</i> | | | | |
| <i>*Reserved Lot</i> | | | | |
| <i>*Valet Needed</i> | | | | |
| <i>*VIP spaces</i> | | | | |
| | | | | |
| Photographer | | | | \$ |
| | | | | |
| Police - CSU only | | | Mandatory at all events with alcohol | \$ |
| | | | | |
| Prizes/Giveaways | | | | |
| <i>*Type</i> | | | | |
| <i>*Who has prizes</i> | | | | \$ |

| | YES | NO | DETAILS / CONTACTS | APPROX. COST |
|--------------------------------|-----|----|--------------------|--------------|
| Public Relations | | | | |
| <i>*Approval</i> | | | | |
| <i>*Press release required</i> | | | | |
| | | | | |
| Program Book | | | | \$ |
| <i>*Designer</i> | | | | |
| <i>*How many</i> | | | | |
| | | | | |
| Rental Items Needed | | | | \$ |
| <i>*Chairs/Type</i> | | | | |
| <i>*Tables/Type</i> | | | | |
| <i>*Other</i> | | | | |
| <i>*Other</i> | | | | |
| | | | | |
| Seating Setup | | | | |
| <i>*Arrangement</i> | | | | |
| <i>*Head Table</i> | | | | |
| <i>*Name place cards</i> | | | | |
| | | | | |
| Signs/Banners | | | | |
| <i>*Directional Signs</i> | | | | |
| <i>*Registration</i> | | | | \$ |
| <i>*Who has signs/banners</i> | | | | |
| <i>*Other</i> | | | | |

| | YES | NO | DETAILS / CONTACTS | APPROX. COST |
|------------------------------------|-----|----|---------------------------|---------------------|
| Sound Notification | | | | |
| | | | | |
| Sponsors | | | | |
| <i>*Attach names with benefits</i> | | | | |
| | | | | |
| Theme/Colors | | | | \$ |
| <i>*Linens</i> | | | | |
| <i>*Props</i> | | | | |
| | | | | |
| Transportation | | | | \$ |
| Volunteers | | | | |
| <i>*Quantity</i> | | | | |
| | | | | |
| OTHER/MISCELLANEOUS | | | DETAILS / CONTACTS | APPROX. COST |
| | | | | \$ |
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