

Event Planning Form

Event Description			
Event Title:			Date Requested:
Event Purpose:			
Sponsoring Department:			
Responsible Contact (POC):			
POC Email:		POC Phone:	
Event Details			
Event Date:	Event Start Time:	Event End Time:	Estimated Attendance:
What is the total event budget? <i>(please attach a detailed spreadsheet, if possible)</i>			
Have you checked for potential conflicts with University, Community and Holiday calendars?			
Type of Event:			
Guests Include: <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Students <input type="checkbox"/> Specific Invited Guests <input type="checkbox"/> General Public <input type="checkbox"/> Alumni <input type="checkbox"/> Donors			
Will Admission be Charged?		If yes, method of payment:	
<i>Note: If you are collecting money at the door you will be required to have UTC Security present (additional fees may apply)</i>			
Account Numbers			
Account Name	Account Number	Specify charges for each account (all expenses, printing only, etc.)	
		<i>Enter items to be charged</i>	
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Marketing & Communications			
Press Release or Media Interviews?	<i>If yes, contact person for interviews</i>		
Advertise event on COB website?	<i>If yes, contact person for web information</i>		
Promote event on Social Media?	<i>If yes, contact person for media information</i>		
Promotional Posters, Flyers or Brochures? <i>If yes, please complete a Production Request Form</i>	<i>If yes, contact person for material content</i>		
Printed Program? <i>If yes, please complete a Production Request Form</i>	<i>If yes, contact person for program content</i>		
Invitations			
How do you want your invitations delivered?			
RSVP date, RSVP contact, and any other key information:			
Do you want to proof your invitation(s)?	<i>If yes, contact person for proofing invitation(s)</i>		
Provide invitation mailing date:	Contact person for mailing list:		
Do you want a "Save the Date" notice sent 30 days prior to the event?			
List any other Marketing/Communications needs:			
Sponsors & Speakers			
<i>*The sponsoring department is responsible for providing all sponsor and speaker related information.</i>			
Does this event have Sponsors?	<i>If yes, list sponsor(s) and gift amount(s)</i>		
Sponsor logos or other info provided?	<i>If yes, list sponsor information that will be provided</i>		
Does this event have a Speaker(s)?	<i>If yes, list speaker(s) name and organization(s)</i>		
List any other Sponsor/Speaker related information:			

Transportation & Parking

Need to Reserve a UTC Vehicle?	<i>If yes, type of vehicle required</i>
Visitor Parking Passes Required?	<i>If yes, quantity needed and preferred lot</i>
VIP Parking Passes Required?	<i>If yes, name of guest and preferred lot</i>
Notified UTC Parking Services of Event?	<i>If yes, contact person and notification date</i>

List any other Transportation or Parking needs:

Venue

**For off-campus events, if the total cost is estimated to be over \$10,000 a contract or requisition is required! The approval process can take from 6-8 weeks.*

Is a Contract or Requisition required?

Will the Event be held On or Off Campus?

Location (<i>building and/or room</i>):	Has the reservation been made?	
	<i>If yes, contact person and email address</i>	<i>confirmation date</i>
Location capacity:		

Rain Location (<i>if applicable</i>):	Has the reservation been made?	
	<i>If yes, contact person and email address</i>	<i>confirmation date</i>
Location capacity:		

Event Set Up (*select all that apply*): Theater Classroom U-Shape Banquet Cocktail Tables (*rental fees apply*)

Food & Beverage Service

**Aramark will provide all catering services unless otherwise specified. Per UTC policy, ONLY Aramark catering is permitted in UC and Library locations.*

Food or Beverages being Served?	Serviceware:	Extra Tablecloths?	If yes, quantity (\$5 ea.):
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Type of Meal (*select all that apply*): Breakfast Boxed Lunch Buffet Lunch Plated Lunch (*plating fee \$5 pp*)
 Buffet Dinner Plated Dinner (*plating fee \$5 pp*) Hors d'oeuvres Refreshments

Will Alcohol be Served?	Type of Bar:	Brand of Alcohol:
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**Request for Use of Alcohol form MUST be completed by the sponsoring dept. and submitted to the Chancellor's office for approval NLT 30 days prior to event! UTC Police must also be notified of the use of alcohol for all on-campus events.*

List any other Food and Beverage needs:

Equipment (*select all that apply*)

Easels (*Select quantity*) Podium Stage Discussion Panel Table (*on stage*) Pipe & Drape
 Event Signage Directional Signage Registration Table / Chairs COB Tablecloths (*Select quantity*)
 Table Numbers Standup Banners Reserved Seating Signage

List any other Equipment needs:

Technology (*select all that apply*)

Speakers Laptop Clicker Projector/Screen Lapel Microphone
 Handheld Microphone Wireless Microphone
 Extra Lighting (*additional fees may apply*) On Site AV Attendant (*additional fees may apply*)

Is there a PowerPoint or other presentation?	<i>If yes, department contact person for presentation materials</i>
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List any other Technology needs:

Other Services & Supplies (*select all that apply*)

Photographer Video Filming Florist COB Swag Balloons
 Name Badges Blank Name Badges Tent Cards Name Plate Cards Guest List
 Music / Entertainment Awards Plaques Certificates Speaker Gift(s)

List any other Service or Supply needs:

Manpower & Event Management		
<i>*The sponsoring department must provide at least one POC the day of the event unless other arrangements have been made with the event staff!</i>		
How many people will your department provide during the event?	Names and email addresses	
How many people will your department provide for event set up and break down?	Names and email addresses	
Do you need Event Staff personnel on site to manage your event?	If yes, in what capacity	
Event Planning & Follow Up		
Task	Responsible Person(s)	Due Date
<input type="checkbox"/> Event Planning Meeting		
<input type="checkbox"/> Event Debrief Meeting		
<input type="checkbox"/> Event Survey		
<input type="checkbox"/> Thank You Notes or Emails		
<input type="checkbox"/> Photos to Participants		
<input type="checkbox"/> Cost Analysis		
Additional Comments (please share any additional remarks regarding your event)		
Approvals / Signatures		
Dean / Department Head:	Date:	
Business Manager:	Date:	
Event Staff:	Date:	
Event Checklist (for event staff use only!)		
<input type="checkbox"/> Potential Conflicts	<input type="checkbox"/> N/A	List any conflicts:
<input type="checkbox"/> Sponsor Information	<input type="checkbox"/> N/A	Items received & date:
<input type="checkbox"/> Vehicle Reservation	<input type="checkbox"/> N/A	Contact, vehicle(s) reserved, date secured, reservation date/time:
<input type="checkbox"/> Parking Services	<input type="checkbox"/> N/A	Contact, date notified, number/type of passes requested:
<input type="checkbox"/> Contract/Requisition	<input type="checkbox"/> N/A	Date Submitted: Date Approved:
<input type="checkbox"/> Venue Reservation	<input type="checkbox"/> N/A	Contact, reservation date(s), date confirmed:
<input type="checkbox"/> Event Set Up	<input type="checkbox"/> N/A	Contact, set up requested, date confirmed:
<input type="checkbox"/> Technology	<input type="checkbox"/> N/A	Contact, equipment reserved, date confirmed:
<input type="checkbox"/> Presentation Materials	<input type="checkbox"/> N/A	Contact, materials received, date received:
<input type="checkbox"/> Request for Use of Alcohol Form	<input type="checkbox"/> N/A	Date Submitted: Date Approved:
<input type="checkbox"/> Facilities	<input type="checkbox"/> N/A	Contact, work requested, date confirmed:
<input type="checkbox"/> UTC Campus Security	<input type="checkbox"/> N/A	Contact, hours requested, # officers requested, date confirmed:
<input type="checkbox"/> Caterer	<input type="checkbox"/> N/A	Vendor, contact name, delivery time, date confirmed:
<input type="checkbox"/> Final Guest Count	<input type="checkbox"/> N/A	Quantity, date confirmed:
<input type="checkbox"/> Vegetarian Option	<input type="checkbox"/> N/A	List entrée(s):
<input type="checkbox"/> Special Dietary Needs	<input type="checkbox"/> N/A	List special needs/restrictions:
<input type="checkbox"/> Florist	<input type="checkbox"/> N/A	Vendor, contact name, delivery time, date confirmed:
<input type="checkbox"/> Photographer	<input type="checkbox"/> N/A	Vendor, contact name, hours requested, date confirmed:
<input type="checkbox"/> Music/Entertainment	<input type="checkbox"/> N/A	Vendor, contact name, performance start/finish time, date confirmed: