Event Planning Form

Event Name: ____________________________

Event Location: ____________________________  Event Date: _______________

Date Request Submitted: ________________  Date Email Confirmation Received: ________________

Estimated Attendance: ________________  Will there be food:  Yes ____  No ____

Date Aramark Contacted: ________________

What type of set-up do you need?

☐ Auditorium (Rows of chairs)
☐ Fair (6’ Rectangle tables with 1 or 2 chairs each)
☐ Classroom (6’ Rectangles with 2 or 3 Chairs each facing the front of the room)
☐ Banquet (Round tables seating 6 or 8 persons each)
☐ Reception (Food tables with some chairs or round tables)
☐ Other (Write Out Description)

For Fair Set-Ups...

How many groups, companies, displays, etc. will there be? ________________

Does each group, company, display, etc. need its own table?

☐ Yes  ☐ No

Don’t forget to about any electrical needs!

For Banquet Set-ups...

Do you want to use...

☐ 6-person tables?
☐ 8-person tables?

Based on your estimated attendance above, how many tables will you need? ________________

What type of food will be served at this event?

☐ Refreshments  ☐ Buffet  ☐ Plated Meal

For Classroom Set-Ups...

How many people will sit at each table? ________________

Based on your estimated attendance and how many people you have at each table, how many tables will you need? ________________

What will the speaker/presenter need?

☐ Podium  ☐ Table  ☐ Discussion Panel Table

Audio/Visual Needs

☐ Screen  ☐ Projector  ☐ Computer
☐ Microphone  ☐ Speakers  ☐ Flip Chart
☐ Document Camera
☐ Other: ____________________________

Date Media Resources Contacted: ________________

☑ Registration/Sign-In Table  ☐ Podium
☐ Coatrack  ☐ Extra Stacked Chairs Stage
☐ Stage*  ☐ Pipe & Drape*

Indicate How Many You Will Need On The Following Items

☐ Easels ______  ☐ Display Tables ______

*You must consult the UC Staff about use of these items.

Once you have finalized your event plans, bring this form to the UC Office (226) and meet with the Assistant Director to go over the needs of your event. If you have any questions while you are completing the form you can call the UC Office.

Important Phone Numbers

UC Office: 423-425-4455

Aramark: 423-425-4200

Media Services: 423-425-4197

Don’t forget to about any electrical needs!