

EXTERNAL EVENT CHECKLIST

Non-IU Kokomo

(for internal use only)

___ **Sponsoring Organization**

___ **Contact Information**

Name: _____

E-mail: _____

Phone #'s: _____

Office: _____

Cell: _____

___ **Name of Event:** _____

___ **Description of Event:** _____

___ **Date(s):** _____

___ **Location(s):** _____

___ **Time:**

Start: _____

End: _____

___ **Who is attending the event, i.e. Mayor, Elected Officials, etc.**

___ **Food for Event** ___ yes ___ no

___ **Room Set Up & Equipment Needs**

Tables

___ Rounds or 8' tables

Quantity _____

___ Table Linen ___ yes ___ no

___ color and type of linen _____

___ Table Skirts

___ color _____

___ Head Table

___ If so, it must always be skirted

___ Registration Table needed ___ yes ___ no

___ Table Cover needed ___ yes ___ no

Who will provide _____

- Trashcans yes no
 Coat Racks yes no
 Portable busing stand if reception
 Podium Needed yes no
 If Power Point, will laptop be needed on the podium yes no
 Microphone(s) Needed yes no
 what type (wireless handheld, corded, lapel) _____
 Sound System for Music yes no
 Audio/Visual Needs yes no
 what type (computer, projector, screen) _____
 Internet Access Needed yes no
 Guest Accounts Requested yes no
 If yes, how many _____

Digital Signs

Please use the link provided for requested Digital Signage:

<http://www.iuk.edu/admin-services/mm/forms/digitalform.shtml>

- Digital Signs Needed yes no
 When does your event need to go on the sign _____
 For how long _____

Campus Police Needs

Additional Campus Police

- Notified Campus Police of your event yes no
 Is your event after hours yes no
 What are the hours that additional coverage is needed _____
 If yes does your event require additional Campus Police Services
 yes no
 If so, there is a \$25 p/hr per officer charge for all events.

Parking

- Notified Campus Police of your event yes no
 Parking Permits Needed yes no
 Reserved spaces needed yes no
 If yes, how many and what location _____
 Number of Guests expected and date and time of event _____

Additional Items for Your Event

Rental items

- Tables yes no
 Quantity _____
 What type _____
 Chairs yes no
 Quantity _____
 What type _____
 Tent yes no
 Location of set up _____
 What type of tent _____
 Sides needed _____
 Heating/cooling needed yes no

___ Physical plant notified ___ yes ___ no

___ Location of power lines, etc.

___ Vendor

___ Name

___ Contact info

Work phone: _____

Cell phone: _____

E-mail: _____

Fax: _____

___ Delivery

Date: _____

Time: _____

Location: _____

Who is responsible for set-up of rental items

___ Pick up

Date: _____

Time: _____

Location: _____

Who is responsible for tear-down or rental items:

Directional signing needed: ___ yes ___ no

Event Coordinator Responsibilities . . .

Day of Event

___ Room temperature

Cool to 60 – 65 degrees

___ Check set-up

___ Ensure everything is ready for event/meeting organizers when they arrive

___ Have someone available to show organizers how to use any equipment

___ Contact person for any issues that may arrive

Name: _____

Cell phone number: _____

E-mail: _____

___ Microphone Check

___ AV Check

Post-Event

___ Clean-up

Notify sponsoring organization's contact person of any deadlines for pick-up and/or removal of items ___ yes ___ no

Who is responsible for tear-down of any equipment: _____

Arrangements for left-over food: _____