

# UHCL OFFICE OF SPECIAL EVENTS EVENT CHECK LIST

Please use this form for your personal use as a checklist of what you will be needing for your upcoming event.

**EVENT TITLE:** \_\_\_\_\_

**EVENT SPONSOR:** \_\_\_\_\_

**CONTACT NAME/EVENT LEAD:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**EVENT LOCATION/FULL PHYSICAL ADDRESS :** \_\_\_\_\_

**ROOM #:** \_\_\_\_\_ **DATE RESERVED:** \_\_\_\_\_ **DATE CONFIRMED:** \_\_\_\_\_

**KEYS/ALARM OFF:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME** \_\_\_\_\_

## Event Goals

- Confirm with key participants
- Add to University Calendar
- Add to president's, deans' or vice presidents' calendars
- Check for potential conflicts (such as campus & community events)

### BUDGET:

- Create
- Approve
- Confirm payment plans

### PROGRAM PLANNING:

- Program Format
- Guest list/ Participants
- VIPs/Check with Office of Government Relations
- Hunter the Hawk
- Speakers
- Entertainment
- Overflow Room

### ENTERTAINMENT:

- Contract/Payment
- Sound System
- Staging
- Chairs
- Microphone stands

### EVENT LOCATION:

- (see location site visit check list)*
- Room confirmed
  - Site visit
  - Season/climate concerns  
*(If outside, plan alternate rain site)*
  - Keys
  - Alarm off

### SITE SETUP:

- Conference
- Herringbone
- Hollow Square
- Reception
- Schoolroom
- Seated with rounds — Choose: 6 8 10
- Theatre
- U-shaped
- Chairs
- Head table
- Risers
- Stanchions
- Tent

**HOUSEKEEPING:**

- Hallways
- Restrooms
- Grounds
- Electrical Hook-ups
- Solid Waste

**TRANSPORTATION & PARKING:**

- Parking reserved
- Attendant
- Directions/map
- Signage
- Greeter in lot

**A/V & SOUND REQUIREMENTS:**

- Site visit
- Sufficient power available
- TV/DVD Player
- Background Music
- Projector
- Additional lighting/Podium Light
- Podium or wireless microphone
- Performers or musical instruments

**OTHER EQUIPMENT:**

- Easels
- Podium
- Telephone with conference line
- Coat rack
- Registration table
- Computer
- Laser pointer

**FOOD & BEVERAGE REQUIREMENTS:**

- Contact Caterer with event date
- Type of menu:
  - Breakfast
  - Brunch
  - Lunch
  - Reception
  - Cocktails
  - Dinner: Buffet Waited
- Beverages: \_\_\_\_\_
  - Alcohol (*Approval to serve*)
  - Type of bar
  - Bartender provided
  - Water at podium, head table
- Special dietary concerns
- Linens
- Centerpieces & Decor
- Review function sheet
- Guarantee date

**INVITATIONS & PROGRAMS:**

- Invitations, response cards, envelopes
  - Design
  - Proofread
  - Print
  - Postage
  - Labels
  - RSVP list
- Programs/Run of Show
  - Design
  - Proofread
  - Print
  - Distribution

**OTHER PRINTED ITEMS:**

- Nametags
- Food identifiers
- Menu cards
- Place cards
- Seating chart
- Table numbers
- Photo Disclaimer
- Sign-In Sheet

**GIFT ITEMS & SPECIAL RECOGNITION:**

- Award, certificate or plaque
- UHCL merchandise
- Logistics of presentation

**PUBLIC & MEDIA RELATIONS:**

- Campus Publications
- Press Release /Media in attendance?
- Event Promotion
- Photography/ Recording  
Shot List

**SIGNAGE:**

- Directional signs
- UHCL seal on podium
- Banners

**HOSPITALITY:**

- Travel arrangements
  - Hotel accommodations
  - Rental car
  - Transportation
- Special Needs Accommodations:
- Wheelchair access
  - Assign staff to assist
  - Interpreter
  - Visitor Services

**BRIEFING PRIOR TO EVENT:**

- Staff briefing meeting
- Briefing paper
- President's Briefing meeting

**EVENT FOLLOW-UP:**

- Event Report
- Thank-you letters
- Photos for participants
- Information to fundraiser

**ADDITIONAL NOTES:**