



Event Planning Checklist

General Information

Event Name: _____

Date: ___/___/___

Location: _____

Event Start Time: _____
added automatically)

Event End Time: _____ (Setup and teardown time is

Audience: (check all that apply)

- Student
- Faculty/Staff
- Alumni
- General Public (Approval Required)

Budget: _____

Paid Admission: Yes No

Account Number: _____

Transportation: Yes* No

*If yes, contact Legacy Hotel 2-3 weeks in advance notifying them of your transportation needs.

On Campus Promotion Plan

Check all that apply:

- Inside Southern
- Towers
- President's Announcements
- Slide Show (on campus TVs)
- Posters

Contact the Communications Office to begin promoting your event.

Event Media

Please enter your Media Needs into EMS at *least three weeks* prior to your event, so that they will be able to prepare and provide sufficient staffing.

Please provide an itinerary for the event that includes when people will be speaking, when slides will need to be shown, and when music will be started and stopped.



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Speaker(s): _____

Audio/Sound _____

Needs: _____

Submit full program to your coordinator *one week* prior to your event.

Southern Productions

Video Recording: Yes No

Catering

Please enter your Catering Needs into EMS at *least three weeks* prior to your event. All catering, with the exception of office meetings, must go through the Event Productions office. Please have final numbers entered into EMS one week prior to the event.

- Pioneer Catering (menu provided in EMS and on inside.sbts.edu)
- Vendor Catering (if the vendor is not included in EMS, contact your coordinator)

White Table Cloths: _____ (Mandatory to cover all rounds and buffet tables)

Skirting: _____ (Mandatory for buffet tables)

Room Set

Enter Room Set Up details into EMS *at least two weeks* prior to the event.

Event Space Requested: _____

(Reference room set styles, capacity chart, and room set guide)

Purpose for event space: _____



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Room Set:

- Auditorium
- Classroom
- Banquet
- Hollow Square
- U-Shape

Number of tables: _____ (rounds for banquet)

Number of chairs: _____

___#___ rounds, ___#___ top

10 top max in Honeycutt; 8 top max in Legacy

Stage: Full Half None

Lectern: Yes No

Miscellaneous Inventory

Ensure that you have requested these items in EMS *two weeks* prior to your event.

- Signage (black pedestal signs must be used for event spaces other than classrooms)
- Black table cloths (mandatory for all tables other than food tables: 8ft, 6ft, & gathering)
- Centerpieces (florals must be requested in EMS at *least two weeks* prior)
- Other _____ (contact your coordinator)

Housekeeping

Honeycutt Event Space: Events on week nights & weekends must request housekeeping in EMS including the amount of people and the food order.

Reminders

You will be locked out of EMS *two weeks* prior to your event. All details must be entered into EMS prior to this deadline. Major details, last minute cancellations, and new event requests made within these two weeks will incur a fee: \$100 for changes within two weeks of the event; \$200 within one week of the event.

You are the planner and are empowered to orchestrate the details for your event. Your coordinator is your filter for information and communication to service areas.

Filter questions and details through your coordinator; do not contact service areas directly.