The Edward R. Murrow College of Communication Event Information Collection Form

There are many things to consider when planning an event. Here are just a few:

Event Name: _____ Budget/Project #: _____

Primary Contact: _____ Who approves expenses? _____

Organizer/Club: _____ Telephone: _____ Spkr: _____

General Description of Event: _____

Date: _____ Time: Start _____ End _____

Location: _____ Who Approved Reservation?: _____

Qty # Attendees: _____ How's it being advertised? _____

Number of Volunteers or Persons you have arranged to help/work at event: _____

What is needed and who is obtaining?

Number of tables needed? _____ For food or other? _____

How many of each size?   8' banquet _____ 6' banquet _____ 5' round _____ Cocktail _____

Chairs? _____ Tablecloths? _____ Trash cans? _____ Decorations? _____

Signage? _____ Parking permit(s)? _____ (*PR submitted*? _____) Vehicles Needed? _____

Food? _____ Catered? _____ By Whom? _____ (*PR submitted for food*? _____)

ETA for Catering? _____

Food handler's permit? _____ Request to Serve Food? _____ List of Attendees? _____

Drinks? _____ Alcohol? _____ (*if "Yes", see Business Office before proceeding*)

Plates? _____ Silverware? _____ Serving Utensils, etc? _____

PA System? _____ Screen? _____ Laptop? _____ Special Software? _____ Extra Table? _____

Has College IT been contacted and scheduled? _____ Extension Cord(s)? _____ Tape? _____

Room Set-up (design): _____ Who will do the set-up? _____
(We have floor plans for Goertzen Hall Atrium – ground floor - upon request)

Other Comments:

Submitter: _____ Today's Date: _____

This for is meant to collect and share information about an event.