

**USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
PRE-EVENT CHECK LIST**

EVENT NAME: _____ **E-MAIL:** _____

EVENT DATE(S): _____ **LOCATION:** _____

CLIENT: _____ **EXT:** _____ **FAX:** _____

EVENT TYPE/OVERVIEW/PURPOSE:

EVENT TIMELINE:

ESTIMATED ATTENDANCE:

GUEST LIST/WHO'S INVITED:

PRESIDENT'S CALENDAR:

TICKET/TABLE PRICES:

BUDGET:

BILLING CONTACT NAME:

Account #: _____ **Requisition #:** _____

AGENDA/SCRIPT:

- Who's Writing Script?
- Program Flow
 - MC
 - Guest Speakers # _____
 - Honorees # _____
 - Voice-over Introductions?
 - Q&A?

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SCHEDULE:

- Walk-Through Date?
 - Attendees
 - Follow-up Meetings?
 - Table Seating Meeting (Within 3 days of event)
-

INVITATION DESIGN/PRODUCTION:

- Quantity
- Design/Who's Doing It?/Due Date
 - Include on invite valet parking...Attire...Enclosures...All RSVP Data
- Text/Who's Doing It?/Due Date
- List/Labels/Who's Doing It?/Due Date – **MUST BE IN EXCEL SPREADSHEET**
- Is there an ESVP?
- Drop Date
- Addressing
 - Calligraphy
 - Laser Printing
- Directional Maps
- Stuffing
- Postage
- Number of blank invitations to go back to client
- RSVPs
 - Who's taking them?
 - Cut off Date?

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PRINTED PROGRAM:

- Design
 - Who's Doing It?
 - Due Date
 - Text
 - Who's Writing It?
 - Due Date
 - Who approves final proof?
-

CATERER:

Name: _____ **Primary Contact:** _____

Cost Per Person (all inclusive): _____ **Tasting Date:** _____

- Delivery Date & Time
 - Delivery Location
 - Pick-up Date & Time
 - Discuss Caterer's Rentals with Client
-

BAR:

Name: _____ **Primary Contact:** _____

Hosted or Cash Bar: _____ **Cost Per Person (all inclusive):** _____

- Delivery Date & Time
- Delivery Location
- Pick-up Date & Time
- Dinner Wine?
- Champagne toast?

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FLORIST:

Name: _____ Primary Contact: _____

- Delivery Date & Time
 - Pick-up Date & Time
 - Check-In and Cocktail pieces (+cost per unit) # _____
 - Centerpieces (+cost per unit) # _____
 - Corsages and/or Boutonnieres (+cost per unit) # _____
 - Buffet arrangements (+cost per unit) # _____
 - Stage/Podium arrangements (+cost per unit) # _____
 - All floral costs will also include *delivery charge and tax*
-

DÉCOR:

- Balloons
 - Confetti
 - Trees/Plants
 - Props
 - Specialty Signage
 - Portrait Photos
 - Podium Cover
 - Drapery
 - Other
-

PRESS:

- Time In
- Time Out
- Who will oversee check-in/information distribution?

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AUDIO / VISUAL:

Name: _____ Primary Contact: _____

- Delivery Date & Time
- Delivery Location
- Pick-up Date & Time
- Microphones # _____ (wireless or cabled)
- Speakers # _____
- Monitors # _____
- LCD Projector and Screen
- VCR/DVD Player/CD Player/Computer
 - Format (DVD/CD/Beta SP/Mini-DV)
 - Powerpoint Presentation
- Webcast
- Other

PHOTOGRAPHER / VIDEOGRAPHER:

- Photographer
 - One Photographer / Multiple Photographers
 - Time In
 - Time Out
- CD's or Prints
- Trojanvision or Other (add risers to rental order)
 - Time In
 - Time Out

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RENTALS:

Name: _____ **Primary Contact:** _____

- Delivery Date & Time
- Pick-up Date & Time
- Tables
- Chairs
- Linens
- China
- Stage
- Podium
- Risers (for video, etc)
- Easels
- Lighting
- Caterer / Kitchen needs
- Screens / Partitions
- Umbrellas
- Heating/Cooling
- Tenting
- Bars
- Other

PARKING:

- Hosted or Guests pay?
- Valet
- Parking Structure or other location

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PHYSICAL PLANT:

Name: _____ **Primary Contact:** _____

- VIP Cart
- Barricades/Fencing
- Tables
- Chairs
- Trash Cans
- Podium
- Standards
- Easels
- Chalkboard
- Flags and Finials
- Risers
- Fire Extinguishers
- Services
 - Furniture Moving
 - Pressure Wash
 - Pre-event Clean-up
 - Post-event Clean-up
 - Irrigation On/Off
 - Fountains On/Off
 - Restroom Attendant
- Other

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ENTERTAINMENT/PROGRAM:

Name: _____ Primary Contact: _____

- Start Time
- End Time
- Musicians
- Performers
- Trojan Marching Band (# of pieces)
- Other
- Estimated Cost

SECURITY:

- Number of Officers
- Unarmed or Armed?
- Location
- Time/Date
- Other

STAFFING:

- Check-In # _____
- Cart Driver(s) # _____
- Greeter(s) # _____
- Coat Check # _____
- Elevator # _____
- VIP Escort(s) # _____
- Runner(s) # _____

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CHECK-IN:

- Nametags # _____
- Place cards # _____
- Alpha List
- Seating Assignments/Table Assignments List

SIGNAGE: (Black with Red Corners / Black with Gold Corners)

- Alpha Breakdown
- Check-in
- Parking/Directional
- Tours
- Restroom
- Other

HANDOUTS /GIFTS /AWARDS:

- Guests
 - How many? _____ Cost per guest \$ _____
 - Who will order?
 - How will they be distributed?
- Honorees
 - How many?
 - Cost per gift
 - Who will order?
 - How to present in the program?

WALKIE TALKIES:

- Units # _____ Headsets # _____ (Surveillance/Ultra-Light) Need a repeater?

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NOTES: