|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Venue** |  | **Entertainment** |  | **Transportation** |
| **[ ]**  | Diagram | [ ]  | Ipod/Spotify | [ ]  | Parking reservation |
| [ ]  | Room specs/capacity | [ ]  | Trojan Marching Band | [ ]  | Valet parking |
| [ ]  | Parking self or valet | [ ]  | Live/Student musicians |  |  |
| [ ]  | Air conditioning/heating |  |  |  |  |
| [ ]  | Lighting |  | **Invitations** |  | **Forms** |
|  |  | [ ]  | List | [ ]  | Event Permit  |
|  |  | [ ]  | Mailed | [ ]  | Contracts |
|  | **Audio/Visual** | [ ]  | Follow up calls | [ ]  | Timeline |
| [ ]  | Lavalier microphone | [ ]  | Talent/VIP's | [ ]  | Script |
| [ ]  | Hand-held microphone | [ ]  | RSVP line |  |  |
| [ ]  | Podium mic | [ ]  | ESVP page |  | **Event date** |
| [ ]  | LCD projector |  |  | [ ]  | Holidays checked |
| [ ]  | Slide clicker |  | **Collateral** | [ ]  | President/Provost  |
| [ ]  | Teleprompter | [ ]  | Save the date | [ ]  | Religious calendar  |
| [ ]  | Screen | [ ]  | Invitation |  |  |
| [ ]  | Stage lighting | [ ]  | Email reminder |  | **Supplies** |
| [ ]  | Sound system | [ ]  | Name tags | [ ]  | Pens |
| [ ]  | Gobo | [ ]  | Directional signage | [ ]  | Highlighters |
| [ ]  | Videographer | [ ]  | Parking pass | [ ]  | Scissors |
| [ ]  | Walkie Talkies | [ ]  | Map | [ ]  | Collateral |
|  |  | [ ]  | Banners | [ ]  | Podium light |
|  |  | [ ]  | Place cards | [ ]  | Mini printer |
|  | **Catering** | [ ]  | Menu cards | [ ]  | Sharpies |
| [ ]  | Menu | [ ]  | Programs | [ ]  |  |
| [ ]  | Soft drinks/No Alcohol |  |  |  |  |
| [ ]  | Beer/wine  |  | **Decor** |  | Facilities |
| [ ]  | Full bar | [ ]  | Props | [ ]  | Trash cans |
| [ ]  | Bartenders | [ ]  | Carpet | [ ]  | Standards |
| [ ]  | Servers | [ ]  | Linens | [ ]  | President’s podium |
|  |  | [ ]  | Florals | [ ]  | Zero waste |
|  |  | [ ]  | Flags |  |  |
|  |  | [ ]  | Trees/greenery |  |  |
|  | Rentals | [ ]  | Stage backdrop |  | **Misc** |
| [ ]  | Linens | [ ]  | Podium cover | [ ]  | Awards |
| [ ]  | Tables |  |  | [ ]  | Chair |
| [ ]  | Chairs |  | **Budget** | [ ]  | Honoree gifts |
| [ ]  | China/Silverware | [ ]  | Estimate | [ ]  | Swag |
| [ ]  | Heat lamps | [ ]  | Approval | [ ]  | Photographer |
| [ ]  | Stage | [ ]  | Account number | [ ]  | Security |
| [ ]  | Tenting |  |  |  |  |
| [ ]  | Easels |  | **Staffing** |  |  |
| [ ]  | Umbrellas | [ ]  | Check in |  |  |
|  |  | [ ]  | Coat check |  |  |
|  |  | [ ]  | Cart driving |  |  |