

USC Office of Protocol and University Events – Event Check List

- Venue**
- Diagram
 - Room specs
 - Parking self or valet
 - Air conditioning/heating
 - Lighting

- Audio/Visual**
- Lavalier microphone
 - Hand-held microphone
 - Podium mic
 - LCD projector
 - Slide clicker
 - Teleprompter
 - Screen
 - Stage lighting
 - Sound system
 - Gobo
 - Videographer
 - Walkie Talkies

- Catering**
- Menu
 - Soda/water
 - Beer/wine
 - Full bar
 - Bartenders
 - Servers

- Rentals**
- Linens
 - Tables
 - Chairs
 - Silverware
 - Heat lamps
 - Plastic
 - China
 - Easels
 - Umbrellas

- Entertainment**
- CD
 - Trojan Marching Band
 - Student musicians

- Invitations**
- List
 - Mailed
 - Follow up calls
 - Talent/VIP's
 - RSVP line
 - ESVP page

- Collateral**
- Save the date
 - Invitation
 - Email reminder
 - Name tags
 - Directional signage
 - Parking pass
 - map
 - Banners
 - Place cards
 - Menu cards
 - Programs

- Decor**
- Props
 - Carpet
 - Linens
 - Florals
 - Flags
 - Trees
 - Centerpieces
 - Podium cover

- Budget**
- Estimate
 - Approval
 - Account number

- Staffing**
- Check in
 - Coat check
 - Cart driving

- Transportation**
- Parking reservation
 - Valet parking

- Forms**
- Certificate of insurance
 - Contracts
 - Timeline
 - Script

- Event date**
- Holidays checked
 - President/Provost
 - Religious calendar

- Supplies**
- Pens
 - High lighters
 - Scissors
 - P-Touch
 - Batteries
 - Calligraphy pens
 - Sharpies
 - CD

- Facilities**
- Trash cans
 - Standards
 - President's podium
 - Flags

- Misc**
- Awards
 - Chair
 - Gifts
 - Chocolates
 - Photographer
 - Security