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?
USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
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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?
USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS  
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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

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DÉCOR:

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

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PRESS:

- Time In
- Time Out
- Who will oversee check-in/information distribution?
USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
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EVENT DATE(S): ______________ LOCATION: ___________________________
CLIENT: _________________________________ EXT: ______________ FAX: ____________

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
## USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
### Pre-Event Check List

**EVENT NAME:** ____________________________  **E-MAIL:** ________________

**EVENT DATE(S):** ________________  **LOCATION:** ____________________________

**CLIENT:** ____________________________  **EXT:** ________________  **FAX:** ________________

### RENTALS:

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Primary Contact: ____________________________</th>
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</thead>
<tbody>
<tr>
<td>▪ Delivery Date &amp; Time</td>
<td></td>
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<tr>
<td>▪ Pick-up Date &amp; Time</td>
<td></td>
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<tr>
<td>▪ Tables</td>
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<tr>
<td>▪ Chairs</td>
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<tr>
<td>▪ Linens</td>
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<td>▪ China</td>
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<tr>
<td>▪ Stage</td>
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<tr>
<td>▪ Podium</td>
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<tr>
<td>▪ Risers (for video, etc)</td>
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<tr>
<td>▪ Easels</td>
<td></td>
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<tr>
<td>▪ Lighting</td>
<td></td>
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<tr>
<td>▪ Caterer / Kitchen needs</td>
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<tr>
<td>▪ Screens / Partitions</td>
<td></td>
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<tr>
<td>▪ Umbrellas</td>
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<tr>
<td>▪ Heating/Cooling</td>
<td></td>
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<tr>
<td>▪ Tenting</td>
<td></td>
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<tr>
<td>▪ Bars</td>
<td></td>
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<tr>
<td>▪ Other</td>
<td></td>
</tr>
</tbody>
</table>

### PARKING:

- Hosted or Guests pay?
- Valet
- Parking Structure or other location
### USC Office of Cultural Relations and University Events

**Pre-Event Check List**

| EVENT NAME: ___________________________ | E-MAIL: ___________________________ |
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| CLIENT: ___________________________ | EXT: ___________ FAX: ___________ |

### 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**
# USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
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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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CLIENT: _________________________________  EXT: _______________  FAX: ________________

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:
