|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 |  |  |