

USC Office of Cultural Relations and University Events – Basic Event Check List

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