

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

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