

### Event Check-List Worksheet

*\*\*Must be returned to the Office of Student Affairs one month prior to the event\*\**

Organization: \_\_\_\_\_

Moderator: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Second Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

Event proposal approved by the Office of Student Affairs: Yes \_\_\_\_\_ No \_\_\_\_\_

#### Arrangements

1. Do we have the space?

Calendar Clearance: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Space Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

2. What do we want as a set-up?

Quantity/Description of Room:      Tables: \_\_\_\_\_  
Chairs: \_\_\_\_\_  
Podium: \_\_\_\_\_  
Microphone: \_\_\_\_\_  
Molloy Banner: \_\_\_\_\_  
American Flag: \_\_\_\_\_  
Computer Access: \_\_\_\_\_  
Other: \_\_\_\_\_

3. Set Up Requirements and Diagram:

Work Order to Maintenance: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Person Notified: \_\_\_\_\_

**Set-Up Diagram:**

4. Money

Proposed Budget Amount: \_\_\_\_\_

Admission Charge: Molloy Students: \_\_\_\_\_ Guests: \_\_\_\_\_

Will you have event prizes?

Giveaways: Yes \_\_\_\_\_ No \_\_\_\_\_ Type: \_\_\_\_\_

Raffle: Yes \_\_\_\_\_ No \_\_\_\_\_ What: \_\_\_\_\_

Cost: Yes \_\_\_\_\_ No \_\_\_\_\_

50/50: Yes \_\_\_\_\_ No \_\_\_\_\_ What: \_\_\_\_\_

Cost: Yes \_\_\_\_\_ No \_\_\_\_\_

5. Performer (DJ, band, novelty) Yes \_\_\_\_\_ No \_\_\_\_\_

Speaker: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, contracts: Yes \_\_\_\_\_ No \_\_\_\_\_

Has the contract been signed and returned to the Office of Student Affairs?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Publicity and Advertisements**

	How Many?	Where Placed?
Posters	_____	_____
Flyers	_____	_____
Email	_____	_____
T-shirts	_____	_____
Other	_____	_____

**Decorations**

1. Will you have decorations? Yes \_\_\_\_\_ No \_\_\_\_\_

2. If yes, have they been ordered? Yes \_\_\_\_\_ No \_\_\_\_\_

Type:

**Food/Refreshments**

1. Will you have food? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, menu:

Whitson's Estimate \_\_\_\_\_ Ferrring's Estimate \_\_\_\_\_

Other Caterer Estimate \_\_\_\_\_

2. Are you requesting bar service? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have you received approval from the Office of Student Affairs?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Itemized Budget**

	<i>What</i>	<i>Cost</i>
Food:	_____	_____
	_____	
Performer:	_____	_____
	_____	
Decorations:	_____	_____
	_____	
Balloons:	_____	_____
	_____	
Invitations:	_____	_____
	_____	
Printing:	_____	_____
	_____	
Other:	_____	_____
	_____	
TOTAL:	_____	_____

**Committees**

Committee:	_____		
	_____	_____	_____
	_____		
Committee:	_____		
	_____	_____	_____
	_____		
Committee:	_____		
	_____	_____	_____
	_____		