



INDOOR EVENT PLANNING CHECKLIST

Please come prepared to review the following:



Important Timelines

Timelines are based off of required guidelines established by campus partners.

Make note of important deadlines below:

- Meeting with Event Coordinator: date listed on Tentative Reservation email
- First Right of Refusal: Submitted AND Approved: 10 business days prior to event
- External Entity Review: Completed by 10 business days prior to event date
- Confirmation: 10 business days prior to event date



Agenda & Registration

- Solidify event timing (access, doors open, event start, event end, exit)
- Method of Registration (RSVP, first come-first serve/on-site registration)
- Anticipated attendee count
- On-site contacts



University Catering

- University Catering is the preferred vendor for Student Union indoor spaces.
- Any beverages provided must be Coca-Cola products.



AV Needs

- Equipment (microphone, mic stands, projector/monitor, podium)
- Livestreaming/recording service
- Hybrid audience
- Client to provide laptop
- Run of Show/Event Agenda
- AV Ready By Time



External Food Source

- First Right of Refusal
- Temporary Food Service Permit
- Serving Plan (caterer or customer)
- Sternos
- Any beverages provided must be Coca-Cola products.



Vendors

- Vendors include decorators, caterers, event production, DJs/bands, performance groups, retailers, etc.
- Load In/Out Plan & Time
- Certificate of Insurance (COI)



External Entities

- External entities include speakers, DJs/bands, performers, instructors etc.
- External entities are reviewed to verify logistics and safety measures of event.
- Required information for each entity



Decorations

- No confetti, glitter, fog machine & open flames
- Painter's tape must be used if hanging decor
- Balloon arches/columns
- Photo backdrops/step & repeats



Risk Management

- Room Capacity
- Line & Crowd Control Plan
- Inclement Weather
- Event Staffing (Police, Security, Advisor)
- University Closure or Delayed Opening



Equipment & Diagram

- Vision for Space
- Table & Chair Needs (registration, awards, food service, etc.)
- Miscellaneous (Stage, Coat Racks, Easels, Sign Posts, Stanchions, etc.)
- Maximum capacity to be reviewed



Staffing & Volunteers

- SU Staffing* (AV Technician & Event Manager) & associated fees
- Customer-provided volunteers & tasks

*required based on reserved room & event needs



Explore Resources

- [UGuide](#)
- [Event Planning Tools](#)
- [USG Funding](#)



Questions for Event Coordinator

- Compile questions to review and discuss with your assigned event coordinator.