

**Cleveland State University
EVENT PLANNING CHECKLIST**

**Conference Services
523-7203 Fax 687-5545**

Attendance:

Phone:

Account Num/TT6 Info:

*A CONFERENCE SERVICES FACILITY RESERVATION FORM NEEDS TO BE COMPLETED AND APPROVED PRIOR TO THE EVENT
Visit www.CSUOhio.edu/conferenceservices for Facilities Policies and On-Line Reservation Forms*

TOTAL COSTS

BUDGET ESTIMATE

Facilities

Audio/Visual

Decorations

Dining

Labor

Police

Rental Equipment

Other

FACILITIES REQUESTED?

\$

CONFIRMATION RECEIVED?

Location(s):

YES NO

DETAILS / RESPONSIBLE

ADA Requirements

Agenda Completed

Audio/Video

**VHS*

**DVD*

**Computer*

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
Catering				\$
<i>*Attire</i>				
<i>*Buffet, Sit-Down, Stations</i>				
<i>*Menu</i>				
<i>*On-site event contact</i>				
<i>*Time of first serving</i>				
<i>*Vegetarians, Kids, Dietary</i>				
Coat Check				\$
Dais required				\$
Décor				\$
<i>*Lobby/Entrance</i>				
<i>*Restrooms</i>				
<i>*Stage/Podium</i>				
Electricity				\$
<i>*Extra power needed</i>				
Entertainment				\$
<i>*Entertainer/Show</i>				
<i>*Background music</i>				
<i>*Music/Band/DJ</i>				

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
Flowers				\$
<i>*Bars</i>				
<i>*Buffet Tables</i>				
<i>*Centerpieces</i>				
<i>*Corsage/boutonnière</i>				
<i>*Podium floral</i>				
Hospitality Suite needed				\$
Housing required				\$
<i>*CSU Residence Life</i>				
<i>*Hotel</i>				
Insurance Required				
Invitations				\$
<i>*Labels</i>				
<i>*Quantity</i>				
<i>*RSVP info</i>				
Lighting - special				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
Linens				\$
<i>*Chair Covers</i>				
<i>*Napkins</i>				
<i>*Skirting</i>				
<i>*Table Sizes</i>				
<i>*Toppers</i>				
Nametags Required				\$
<i>*Pre-printed</i>				
<i>*Write their own</i>				
Parking				\$
<i>*Directional Signage</i>				
<i>*Reserved Lot</i>				
<i>*Valet Needed</i>				
<i>*VIP spaces</i>				
Photographer				\$
Police - CSU only			Mandatory at all events with alcohol	\$
Prizes/Giveaways				
<i>*Type</i>				
<i>*Who has prizes</i>				\$

	YES	NO	DETAILS / CONTACTS	APPROX. COST
Public Relations				
<i>*Approval</i>				
<i>*Press release required</i>				
Program Book				\$
<i>*Designer</i>				
<i>*How many</i>				
Rental Items Needed				\$
<i>*Chairs/Type</i>				
<i>*Tables/Type</i>				
<i>*Other</i>				
<i>*Other</i>				
Seating Setup				
<i>*Arrangement</i>				
<i>*Head Table</i>				
<i>*Name place cards</i>				
Signs/Banners				
<i>*Directional Signs</i>				
<i>*Registration</i>				\$
<i>*Who has signs/banners</i>				
<i>*Other</i>				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
Sound Notification				
Sponsors				
<i>*Attach names with benefits</i>				
Theme/Colors				\$
<i>*Linens</i>				
<i>*Props</i>				
Transportation				\$
Volunteers				
<i>*Quantity</i>				
OTHER/MISCELLANEOUS			DETAILS / CONTACTS	APPROX. COST
				\$