

Event Planning Support Form

Event Name:	
Event Owners/Planners:	
Event Date:	
Event Setup Time:	
Event Start Time:	
Event End Time:	
Event Cleanup Time:	

Event Purpose/Goals ~~Event Description~~

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Event Location (Where will your event be held?)

- | | |
|--|--|
| <input type="checkbox"/> Student Union Lower Level (City Cafe) | <input type="checkbox"/> Ram Plaza |
| <input type="checkbox"/> Student Union Upper Level (Lounge) | <input type="checkbox"/> Amphitheatre |
| <input type="checkbox"/> Student Union Conference Room 208 | <input type="checkbox"/> Other Location: _____ |

Event Resources & Quantities (What supplies would you like to use and how many?)

_____ 8 Foot Tables (18 max)

_____ Tablecloths - RED (15 max)

	PA System - 2 Speakers, 1 Mixer (1 max)
	Microphones Cordless (2 max)
	Big Jenga Set (1 max)
	Extension Cord (3 max)

	Projector Screen (1 max)
	Microphones w/ Cord (2 max)
	Microphone Stands (2 max)
	Cornhole Set (1 max)

Additional Things to Consider (Documents and items that would be helpful for your event.)

	Run of Show (Detailed schedule for the event day.)
	Event Site Map (Showing placement of tables, chairs, supplies, etc.)
	Marketing Assets Created <ul style="list-style-type: none">- Digital Posts for Social Media- 8.5 x 11inch Flyers for Boards- 24 x 36inch Posters- 4 x 6in Postcards

	Roles and Responsibilities of Support Team & Phone Numbers
	List of Contacts (Who to contact if questions come up.)
	Event Photographer and Videographer Assignments (Who