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| **Meeting & Event Planning Checklist** |
|  |  |  |  |  |
| Event Name: |  | Date(s): |  |  |
| Start Time: |  | End Time: |  |  |
| Setup Time: |  | Cleanup Time: |  |  |
| Sponsor: |  |  |
| Contacts:  |
| (1st Person) |  | (2nd Person) |  |  |
| Phone Number |  |  |  |  |
| Email: |  |  |  |  |
| Address |  | Dept: ID: |  |  |
| Fund Code: |  | G/L: |  |  |
| Est. Attendance: |  | Requested Space / Room: |  |  |
|  |
| Please provide a brief description of your event: |
|   |
|  |

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| **Audio Visual** |
| [ ]  None | [ ]  Microphones | [ ]  Laptop Computer |
| [ ]  Project | [ ]  Screen | [ ]  VCR |
| [ ]  DVD Player | [ ]  Video Taping | [ ]  Overhead |
| [ ]  Internet | [ ]  Conference Call | [ ]  Band |
| [ ]  Performance | [ ]  Lighting Changes | [ ]  Outdoor Event |
| [ ]  Special Events Center | [ ]  Other  |  |

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| **Equipment** |
| [ ]  Games | [ ]  Flip Chart | [ ]  Easel |
| [ ]  Telephone | [ ]  Pipe & Drape | [ ]  Linen |
| [ ]  Lectern | [ ]  Head Table | [ ]  Decorations |
| [ ]  Special Lighting | [ ]  Other |   |

**Transportation**

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| **Catering** |
| If this event required food make a sign-up sheet on a different piece of paper for student to bring: Main dish, salads, deserts, etc.  |

 **Additional Notes**

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| **Budget Worksheet**  |
|  |  |  |  |  |
| Program Title |  | Date: |  |  |
| Sponsoring Group: |  | Time: |  |  |
| Co-Sponsors: |  | Est. Attendance: |  |  |

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| **Fees / Honoraria**  |
| Entertainer(s): |  |  |
| Travel: |  |  |
| Agency Fees:  |  |  |

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| **Meals / Lodging** |
| Hotel |  |  |
| Hospitality |  |  |
| Meals |  |  |

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| **Catering** |
| Food |  |  |
| Drinks |  |  |

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| **Publicity** |
| Posters |  |  |
| Other |  |  |

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| **Production** |
|  |  |
| Sound/lights |  |  |
| Room / setup fees |  |  |
| Decorations |  |  |
|  |  |

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| **Other expenses** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Summary Worksheet to be submitted to Chapter Officers:

|  |  |
| --- | --- |
| Activity  | Goals  |
| Activity Name:  |  |
| Target Date:  |
| Estimated Income:  |
| Estimated Expense:  |
| Chapter Action:  |