

Sample Event Planning Worksheet

Group Event Planner (Point of Contact):

Phone Number:

Email:

Partnering Student Group/Co-Sponsor:

Contact Person(s):

Phone Number:

Email:

Event Name:

Event Date(s):

Room(s):

Event Start Time:

Event End Time:

Additional Setup/Takedown Time:

Room Reservation Start Time:

Room Reservation End Time:

Total Number of Participants:

___ Students - Undergraduate (U of M)

___ Students - Graduate/Professional

___ Faculty/Staff

___ Non-University (students and non-students)

Does this event include:

Media

VIP Attendees

Notify Venue Reservations staff of media and high profile attendees as early as possible.

Event Description:**Goals of the event:**

List the goals of the event. Goals should be SMART (Specific, Measurable, Attainable, Relevant, Timely).
You should consider the nature of your event, desired outcome and the desired audience.

Event Type

- | | |
|--|--|
| <input type="checkbox"/> Banquet/Reception | <input type="checkbox"/> Lecture/Seminar |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Dance/Gala | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Film Showing | |

Set-Up Type

- | | |
|--|--|
| <input type="checkbox"/> Banquet Rounds | <input type="checkbox"/> Classroom Style |
| <input type="checkbox"/> Banquet Rectangular | <input type="checkbox"/> Empty Room |
| <input type="checkbox"/> Theater Style | <input type="checkbox"/> Other _____ |

Breakout Sessions / Additional Spaces Needed

Number of Breakout Sessions _____

Details:

Agenda

____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____
____:____ to ____:____	_____

Equipment

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Portable Panels |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Power |
| <input type="checkbox"/> Stage/Platform | <input type="checkbox"/> Other _____ |

Will you be using any decorations?

- No
- Yes (*Contact Venue Reservations staff to learn policies and approval process for decorations*)

Parking

- No Additional Parking Needed
- Lot/Ramp/Meter Reservations
 - _____spaces needed/reserved

Security

Do you anticipate the need for security?

- No
- Yes (Indicate Reason): _____

Contact Venue Reservations staff to learn process for requesting security at events. Each venue handles requests differently.

Insurance

For RSOs, are you [required](#) to get liability insurance, or should you, to protect your group?

For CLPs, check with your departmental advisor on needed processes or additional insurance coverage.

- Yes, insurance is needed for this event. (Indicate Reason): _____
- Insurance is not required.

Contact [Student Activities Advisors](#) to learn more about insurance coverage options and University requirements.

Catering

- None
- Yes
 - Outside Caterer
 - University Catering
 - Pre-Packaged Food from Grocery Store
 - Potluck

Permits & Due Dates

Food

- [Food Permit](#): 10 U of M Business Days Before Event
- [Bake Sale Permit](#): 5 U of M Business Days Before Event
- [Pizza Agreement](#): 5 U of M Business Days Before Event
- [Potluck Agreement](#): 5 U of M Business Days Before Event

- [Alcohol Permit](#): 20 U of M Business Days Before Event
- [Sales & Fundraising](#): 10 U of M Business Days Before Event
- Films and Video Games- [Public Performance Application](#): 10 U of M Business Days Before Event

Audio Visual

- None
- Microphones
- Flat TV, Screen or Projection Needs
- Videotaping (*additional personnel needed?*)
- Internet (*verify wireless stability or LAN access*)
- Conference Call
- Live Band
- Performance
- Lighting Changes
- Other _____

AV Technician Needed:

- Yes
- No

Events with a performance element should have an additional Audio Visual Event Agenda developed. Below is an example that Student Unions and Activities uses for spaces in Coffman and SPSC:

Detailed Event Agenda

Please describe the timeline of your event in detail. This information determines what type of AV support will be needed at your event. A full and accurate description ensures that your event will go as smoothly as possible.

*****Equipment and personnel that are not reserved in advance may not be available*****

Example:

START/END TIME DESCRIPTION NEEDS (This section filled out by SUA)

START/END TIME	DESCRIPTION	NEEDS	(This section filled out by SUA)
3:00pm	AV Tech arrives; mics and equipment are put out		
3:30pm	DJ arrives. Tech hooks DJ into main system	House sound system	
4:00pm	Performers begin to arrive and setup	Test out group's laptop with projector	
4:00pm-5:30pm	Sound checks and rehearsal	Piano/2 wireless handheld mics... other as specified	
6:00pm	Doors open for event		
6:30pm	Event start, emcees introduce event	2 wireless handheld mics	
6:45-7:00pm	1 st dance	DJ will play music	
7:05-7:20pm	Fashion show	DJ will play music/2 handheld for MCs	
7:25-7:35pm	Board members play song	Ballroom piano with 2 mics for vocals	
7:40-8:25pm	Dinner	DJ will play background music	
7:40-8:25pm	Slideshow	Laptop on stage hooked into data projector	
8:30-8:45pm	Fashion show #2	DJ will play music/ 2 handheld mics for MCs	
8:50-9:00pm	2 nd dance	DJ will play music	
9:00-9:10pm	Video	Laptop on stage, laptop audio, data projector	
9:12-9:20pm	3 rd dance	DJ will play music	
9:30-9:50pm	Band plays 2 songs	2 vocal mics, 1 keyboard, 1 guitar, small percussion	
10:00pm	Show ends		
10:30pm	Tech finishes tearing down; ends shift		

NOTES: Band equipment will be set up and stored on stage for entire show

