**Campus Event Planning Checklist: External Events**

**Contact Information:**

|  |  |
| --- | --- |
| Client Name: | |
| Phone: | |
| Email: | |
| Address: | |
| City: State: Zip Code: | |
| Client Type/Affiliation | ☐ Alumni ☐ Government/State ☐ Non-Profit ☐ Faculty/Staff ☐ None |

**Event Information:**

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| --- | --- |
| Event Name: | |
| Event Date: Time: | |
| Event Detailed Description: | |
| Preferred Event Location: | |
| Organization Name: | |
| Estimated Number of Guests: | ☐Staff ☐Faculty ☐Students ☐Off Campus |

**Facilities Management:**

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| --- | --- |
| Layout Request Details: | ☐Cocktail Tables ☐Staging |
| Set-up Date/Time: | Breakdown Date/Time: |
| Note: *Housekeeping is required for all events and may incur an additional fee if event takes place after normal business hours.* | |

**Catering (To view catering menus and download the catering request form, please visit http://jcsu.mycampuscuisine.com):**

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| --- | --- |
| Food/Beverage Needs: | ☐Reception ☐Plated ☐Buffet |
| Set-up Time: | Breakdown Time: |
| ☐Request Submitted\_\_\_\_\_\_\_\_\_\_\_\_ | ☐Confirmation Received\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐Outside Catering: |  |

**Media Services:**

|  |  |  |  |
| --- | --- | --- | --- |
| AV Needs: | | ☐Tech Support On-Site ☐Set-up Only | |
| Set-up Date: Time: | Sound Check Date/Time: | | Breakdown Date/Time: |
| Request Submitted: | | Confirmation Received: | |

**Parking/Police:**

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| Police/Security Support: |
| Parking Needs: |
| ☐Ticket Sales ☐Donation Collection (officer must be present) |

**Marketing/Communications: (All requests must be approved prior to event promotion):**

|  |  |
| --- | --- |
| Communications/ Publicity: | ☐Social Media ☐Newsletters |
| Please email your event flyer to **tmoore@jcsu.edu** for approval BEFORE distributing to the public. | ☐News/Newspaper |
| ☐Printed Invitations ☐Email Invitations |
| ☐Online RSVP |
| ☐Presentation ☐Video ☐Other |
| Printing Needs: | |

**Guest Lodging:**

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| To view negotiated rates for participating hotels, please visit <https://jcsuevents.com/lodging> |

**Covid-19 Preventative Care**

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| **All guest in attendance must follow Covid-19 campus protocols, wear a mask and remain socially distanced at no less than 3 ft apart.** |
| What additional health and safety guidelines will plan to enforce to mitigate the spread of Covid-19? |
| Detailed Description: |
|  |
| How will you enforce implementation of the above measures during your event? |
|  |

**Please submit a copy of this event checklist to Conference and Services (**[**tmoore@jcsu.edu**](mailto:tmoore@jcsu.edu)**) so that we may properly assist you with completing a successful event.**