

**Cleveland State University  
EVENT PLANNING CHECKLIST**

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

<b>Event Title:</b>			
<b>Event Date:</b>			
<b>Attendance:</b>		<b>Admission/Registration Fee: \$</b>	
<b>Contact:</b>		<b>Phone:</b>	
<b>Contact:</b>		<b>Phone:</b>	
<b>Account Number:</b>			

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

<b>TOTAL COSTS</b>		<b>BUDGET ESTIMATE</b>	<b>\$</b>
<i>Facilities</i>			
<i>Audio/Visual</i>			
<i>Decorations</i>			
<i>Dining</i>			
<i>Labor</i>			
<i>Police</i>			
<i>Rental Equipment</i>			
<i>Other</i>			

<b>FACILITIES REQUESTED?</b>			<b>\$</b>
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<b>CONFIRMATION RECEIVED?</b>		Location(s):	

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST		
<b>ADA Requirements</b>						
<b>Agenda Completed</b>						
<b>Audio/Video</b>				\$		
*VHS						
*DVD						
*Computer						
*Internet Connectivity						
*Phone Connectivity						
*Projection system						
*Podium						
*Screens						
*Sound/Microphone(s)						
*Other						
<b>Awards to be given</b>				\$		
*Who has awards						
<b>Bar</b>				\$		
*Alcohol Permit Required?						
*Attire						
*Bartender/ Staff serve						
*Non-alcoholic Offerings						

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST		
<b>Catering</b>				\$		
<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>						
<b>Coat Check</b>				\$		
<b>Dais required</b>				\$		
<b>Décor</b>				\$		
<i>*Lobby/ Entrance</i>						
<i>*Restrooms</i>						
<i>*Stage/ Podium</i>						
<b>Electricity</b>				\$		
<i>*Extra power needed</i>						
<b>Entertainment</b>				\$		
<i>*Entertainer/ Show</i>						
<i>*Background music</i>						
<i>*Music/ Band/ DJ</i>						

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

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

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

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