

**KEY EVENT INFO**

EVENT NAME

EVENT DATE

EVENT TYPE

EVENT LOCATION

EVENT START/END TIME

EVENT COORDINATOR/SPONSOR

ANTICIPATED EVENT ATTENDANCE

**EVENT SUMMARY**

BRIEFLY STATE THE PURPOSE OF THE EVENT

GIVE A BRIEF DESCRIPTION OF THE EVENT

**EVENT COSTS**

EVENT BUDGET AMOUNT

EVENT BUDGET NUMBER

TICKET SALES/PRICE  
 YES       IN ADVANCE:\$  
 NO         AT THE DOOR:\$

TICKET SALES: START/END DATES

PROMOTIONAL ITEMS BUDGET AMOUNT

FACILITY COST[\$]

ADDITIONAL NON-BUDGETED EXPENSES

**EVENT PUBLICITY PLAN & TIMELINE**

TWO/THREE MONTHS OUT	<p><u>FORMS OF PUBLICITY</u></p> <input type="checkbox"/> CAMPUS EMAIL <input type="checkbox"/> POSTERS <input type="checkbox"/> STUDENT NEWSPAPER <input type="checkbox"/> FLYERS <input type="checkbox"/> POWERPOINT SLIDES <input type="checkbox"/> FACULTY/STAFF EMAIL <input type="checkbox"/> DINING HALL TABLE TENTS <input type="checkbox"/> PUBLICITY STUNT <input type="checkbox"/> ANNOUNCEMENTS
SIX WEEKS OUT	
FOUR WEEKS OUT	
TWO WEEKS OUT	
ONE WEEK OUT	
DAY[S] BEFORE/ON EVENT	
<p>EVENT PUBLICITY DIRECTOR</p> <p>PUBLICITY PLAN APPROVED  <input type="checkbox"/> YES  <input type="checkbox"/> NO</p>	

**FACILITY REQUESTS**

FACILITY REQUESTED

BOOKING REQUEST FORM SUBMITTED  
 YES  
 NO  
 APPROVED [ATTACH COPY TO THIS FORM]

ADDITIONAL NEEDS  
 SECURITY  
 TABLE/CHAIRS  
 CATERING [SEE CATERING SECTION]  
 SPECIAL DECORATIONS  
 AUDIO/VISUAL [SEE AV SECTION]  
 ELECTRICITY/CORDS  
 WATER

**CATERING/AV**

CATERING SELECTION COMPLETED  
 YES  
 NO

CATERING ORDER COMPLETED  
 YES  
 NO

AUDIO/VISUAL NEEDS

CATERING/AV COORDINATOR

**SUPPORT**

LIST KEY PEOPLE/RESPONSIBILITY

**EXPENSES**

LIST EXPENSE DESCRIPTIONS

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**CLEAN-UP**

EVENT CLEAN UP COORDINATOR

CLEAN UP MATERIALS NEEDED

**APPROVAL**

CONFIRM W/SECURITY?  
 CHECK MASTER CALENDAR  
 CONFIRM W/ACADEMIC DEPT?  
 CONFIRM W/SGA?  
 CAMPUS LIFE OFFICE SIGNATURE

CHECK REQUESTS MUST BE MADE BY TUESDAY IN ORDER TO RECEIVE A CHECK BY FRIDAY. CASH ADVANCES MAY BE TAKEN OUT UP TO \$100 PER PERSON. RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENTS. TAX EXEMPT NUMBER AVAILABLE ON REQUEST.