|  |  |
| --- | --- |
|  | Special Event Checklist  Use this checklist to plan your event. Check off items as they are completed.  For PC Users, please use “Ctrl-Click” to go to URL’s. |

# Event Basics

|  |  |
| --- | --- |
| Name of Event |  |
| Date |  |
| Start Time |  |
| Location |  |

# Strategic Event Details

|  |  |
| --- | --- |
| Define purpose of event |  |
| Determine target audience | Faculty  Staff  Students  Donors  Community  Other (pls. specify) |
| Estimate number of attendees |  |
| What do you want your guests to take away from this experience? |  |
| Define budget |  |
| Define specific objectives |  |

# Room Set-up-Services & Equipment

|  |  |
| --- | --- |
| Schedule HSC room  <https://www.unthsc.edu/academic-affairs/rso/> |  |
| Venue scheduled- external  (Name, phone , contact name, room scheduled, time booked including stage and strike, TABC servers at external events) |  |
| Do Facilities work order-tables, chairs, etc…<https://hscfacilitiesworkorder.hosts.hsc.unt.edu/archibus/> |  |
| Select Room layout – theater, classroom, rounds, crescent, custom |  |
| CETS staffing/equipment consideration  Advance meeting with CETS for large or off-campus events  Site visit for off-campus events with CETS | CETS requires a minimum of 10 days notice for events  <https://www.unthsc.edu/cets/> |
| Notify Custodial |  |
| Arrange Parking-coordinate w/ campus police ([Parking@unthsc.edu](mailto:Parking@unthsc.edu)) |  |
| Request Photography  <https://www.unthsc.edu/brand-and-communication/resources/photography-guide/request-photography/> |  |
| Tablecloths- rectangular only |  |

# Catering

| Dining format | (select) | Consider special menu needs, vegan, vegetarian, gluten free |  |
| --- | --- | --- | --- |
| Vendor name |  | **Contact name** |  |
| Phone number |  | **email** |  |
| Guarantee count |  | **Guarantee due date** |  |
| Deposit due |  | **Final amount due date** |  |
| Verify tax exemption |  |  |  |

# Alcohol served on Campus

|  |  |
| --- | --- |
| Is alcohol served | If yes, then fill out the items below. |
| TABC licensed required |  |
| Bartending vendor liability insurance required |  |
| Complete HSC Alcohol Request Form and provide supporting documentation, 10 business days prior to event | <https://www.unthsc.edu/academic-affairs/wp-content/uploads/sites/22/Aug-2017-Alcohol-Request-and-Checklist.pdf> |
| Does any money exchange hands at the event, or prior ticket purchase? |  |
| If yes, TABC permit must be obtained <http://tabc.texas.gov/forms/licensing/temporaryNonTABC.pdf> | Requires: completed application  letter from President’s office  Diagram of space  Proof of TABC bartenders on event order  Payment by check with application |

# Promotion and Printed Materials

| OBC | Contact Office of Brand and Communication  <https://www.unthsc.edu/obcrequest> |
| --- | --- |
| Invitation- printed or e-mail |  |
| Daily News/ Insite News |  |
| Social Media |  |
| Flyer, poster, brochure ….  (printed materials not handled by the OBC ) |  |
| Nametags |  |
| Place cards, if assigned seating |  |
| Tent Cards |  |
| Signage: banner, parking, directional | Contact [Rob.Tong@unthsc.edu](mailto:Rob.Tong@unthsc.edu) |

# Program

| Create “Run of Show” |  |  |  |
| --- | --- | --- | --- |
| Coordinate with Speaker |  |  |  |

# Decor

| Table centerpieces |  | Registration table floral |  |
| --- | --- | --- | --- |
| Theme- carry out in printed materials and decor |  | **additional** |  |
| Rentals |  |  |  |

# Contracts

| Adhere to contract policy | <https://www.unthsc.edu/administrative/office-for-finance/contract-administration/> | Contracts may only be signed by those with [****appropriate delegated signature authority****](https://www.unthsc.edu/administrative/wp-content/uploads/sites/23/Signature-Matrix-12.11.17.pdf) |  |
| --- | --- | --- | --- |
| Work with department contract liaison- use site to locate your liaison | <https://apps.unthsc.edu/cldelegation> |  |  |
| Review vendor contract |  |  |  |
| Review venue contract |  |  |  |

| Miscellaneous |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# After-action

| What worked well? |  |
| --- | --- |
| What would you change? |  |
| How was attendance? |  |
| What was the attrition from the RSVP? |  |