|  |  |
| --- | --- |
|  | Special Event ChecklistUse 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) |       |
| [ ]  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 applicationletter from President’s officeDiagram of spaceProof of TABC bartenders on event orderPayment 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 |

# 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? |       |