

Event To-Do List

Event Name	Date	Time	# Guests
Director of Development	Related Department(s)	Contact Person & Phone Number	

Preliminary Details

Audience _____

Purpose _____

Desired Location(s) _____ Reserved? Yes No

Date/Time/Spoke to _____

Public Traffic? Yes No Parking Notified? Yes No

Parking _____

Other Transportation Needs _____

Date/Time/Spoke to _____ Resolution? _____

Budget(s) _____

Print Materials

Guest List Provided by _____ RSVP Date _____

RSVP's to _____ Dept RSVP Date _____

Save The Date Yes No Paper Stock _____ Designer/Printer _____

Mailing by _____

Invitation/Map Yes No Paper Stock _____ Designer/Printer _____

Mailing by _____

Program Yes No Paper Stock _____ Designer/Printer _____

Content _____

Other Print Needs _____

Catering

Company _____ Contact Person _____

Phone _____ Desired Menu _____

Tray Passing Yes No **Servers** Yes No **Bartender Needed** Yes No

Wine Yes No **Beer** Yes No **Liquor** Yes No **Soda** Yes No

Coffee Yes No **Punch/Signature Drink** Yes No **Water** Yes No

(spark/still/bottle)

Other Beverages _____

Rentals

Utensils Caterer providing Rental Company _____

Glassware Caterer providing Rental Company _____

Wine Glasses Yes No Irish Coffee Mugs Yes No

Linens Caterer providing Rental Company _____

Linen Color _____

Tables In Room Rental Company _____

Chairs In Room Rental Company _____

Heaters In Room Rental Company _____

A/V Yes No

Provided by _____

Details _____

Podium Yes No Provided by _____

Coat Rack Yes No Rental Company _____

Program/Communications

Program _____

Delivery Mode (lecture/performance/etc) _____

Student Participation _____

Equipment Needed _____

Special Details

Permit from UUFC Yes No **Permit from Liquor Store** Yes No Other Permits

Musician Yes No Kind of Music _____

Flowers _____ Florist _____ Delivery Yes No

Signage Needed Yes No

Pictures Yes No **Nametags** Yes No Printed by _____

President's Attendance Requested Yes No

PARF Completed &

Submitted Yes No

Date Submitted _____

President Attending Not Attending

