**Event Name: Date of Event:**

**Location: Time:** *From**To:*

**Contact Person: Contact Phone:**

**Sponsor Approx # Guests:** **Min # to hold event:**

**Estimated Budget: Est Charge Per Person:**

**Account for Deposits: Account for Expenses:**

# Notifications of event to others:

|  |  |
| --- | --- |
| *Task* | Date Done |
| Post event information to the Alumni Website |  |
| Contact Public Relations 6 weeks prior (for tip sheet, Plymouth Week, local story, contacting local paper etc.) |  |
| Contact HS Chapter if event is in their area |  |
| Let HS Board/President’s Council know about the event |  |
| Update Office Event Calendar |  |
| Contact all departments for on campus events |  |

# Mailings:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Document Name(s)* | *Recipients*  If outside vendor, tell BO ❑ PAID: ❑ | *Who sent them? (Mailhouse, BMC, Alumni)* | *Date sent* | *Who’s Job?* |
| Snail Mail: |  |  |  |  |
| Email: |  |  |  |  |
| Follow up Calls: |  | Who makes calls:: |  |  |
| Confirmation of reservation (send tix, directions/map, parking permit, etc) |  |  |  |  |

# RSVP’s: Who collects RSVP’s:

If Alumni Office, how maintain RSVP’s (circle): Spreadsheet or Database Date SS/DB Created:

# Greeters/Hosts: Alumni Staff, Student Ambassadors, Other employees, President, Board/Volunteers

|  |  |  |  |
| --- | --- | --- | --- |
| *Names* | *Will they be paid?* | *Date Asked to Attend* | Will attend? |
|  |  |  |  |

# Entertainment Requirements: (Professional Entertainers, Tickets to purchase, etc) Date final number needed:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Entertainment: | Date Reserved | *Deposit* | *Date Deposit Req* | *Method of Payment for Balance* | *Request Check Cut Date* | *Who’s Job?* |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |

# Room/Location Requirements:

Setup Time: *From:* *To:* Breakdown Time: *From:* *To:*

Room Layout (describe and attach diagram, head table?)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Room/Location | Date Reserved | *Deposit* | *Date Deposit Req* | *Method of Payment for Balance* | *Request Check Cut Date* | *Who’s Job?* |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |

**Set up Requirements (Non-Food):** Overheads, Computers, Projection Equipment, Linens, Skirted Tables, Chairs, Trash Cans, Podium w/microphone, Easels, Table layout, Flip Charts, Projection Screens, Tents, Microphone (corded/sireless), Speaker Phone, HS Cell Phones, Coat Rack

Does technical person need to be at event? If so, who: Phone:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vendor and item required | Date Reserved | *Deposit* | *Date Deposit Req* | *Method of Payment for Balance* | *Request Check Cut Date* | *Who’s Job?* |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |  |

# Food and Catering Needs If event is on campus and alcohol will be served contact the COO for approval.

Person who approved: Date Approved: Date final numbers required:

|  |  |
| --- | --- |
| *Items Needed (inc bottled water, food, beverage, coffee service, snacks)* | *Who’s Job?* |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Info:** Option 1: HS Pays | | | | | |
| Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Ordered:\_\_\_\_\_\_\_\_\_ | P.O. Net 30  P.O. # \_\_\_\_\_\_\_\_\_\_\_ | Request HS check date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Budget Xfer  Acct #:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Deposit: Y/N  Date Req:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAID: ❑ | Alumni Office Collects Guest Payment: Y/N  Deposit all money to account: |

|  |
| --- |
| *Option 2: Event Coordinator Manages Payment: Coordinator collects money / pay at the door* |

# Transportation, Parking, Security Requirements:

|  |  |
| --- | --- |
| *Items Needed (including golf cart, shuttle, chartered bus, parking permits, handicap parking spots, Policing)* | Who’s Job? |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ITEMS REQUIRED: | Date Reserved | *Deposit* | *Date Deposit Req* | *Method of Payment for Balance* | *Request Check Cut Date* |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |

# Photography Requirements: Professional Photographer? Yes / No Can photos be ordered at the event? Yes / No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ITEMS REQUIRED: | Date Reserved | *Deposit* | *Date Deposit Req* | *Method of Payment for Balance* | *Request Check Cut Date* |
|  |  | Y/N | PAID: ❑ | P Card / P.O./Budget Transfer/HS Check  PO/Acct #\_\_\_\_\_\_\_\_ | (3weeks prior to due date) |

|  |  |  |  |
| --- | --- | --- | --- |
| Disposable/Digital/35MM Cameras | Date Reserved/ Purchased | *Method of Payment* | *Who’s Job?* |
| ITEMS and Number REQUIRED: |  | P Card / P.O./  PO #\_\_\_\_\_\_\_\_\_\_\_\_ |  |

# Cash Handling Requirements: Who’s Job?\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash box required? Y/N How many? Where will they be located?

Get petty cash? Y/N How much? Pick up date:

# Books, Lists, Forms, Scripts to Take to Event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Item Name* | *Required?* | *Get from/Created by* | DateCreated/Rec’d | Who’s Job? |
| Supplies: pens, tape, pads of paper | List what is needed |  |  |  |
| Registration Checklist/  Sign in Book | Yes / No |  |  |  |
| Name Tags  If Yes: | Yes / No  Hanging Badges/Pins/Sticky | Preprinted/Written at event | Senior Photo | Reun Ribbon |
| Signs (eg, room, directions, table)  If yes, describe: | Yes / No |  |  |  |
| Banners  If yes, describe | Yes / No |  |  |  |
| Reunion/Bio Book | Yes / No |  |  |  |
| Script for Presentation | Yes / No |  |  |  |
| Lost Alumni Book | Yes / No |  |  |  |
| Year Books for Display  If “YES”, which years: | Yes / No |  |  |  |
| Comment Cards | Yes/No |  |  |  |

# Gifts/Favors to Hand Out at the Event:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gifts/Awards: | *Qty* | *Vendor* | Date Ordered | *Method of Payment* | *Received* | Who’s Job? |
| All Participants |  |  |  | P Card/P.O.  PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Door Prize |  |  |  | P Card/P.O.  PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Distinguished Guests |  |  |  | P Card/P.O.  PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Volunteers |  |  |  | P Card/P.O.  PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Packets: | Qty | Original Created | Copied | Assembled |  | Who’s Job? |
|  |  |  |  |  |  |  |
| How packet assembled? |  |  |  |  |  |  |

# Post Event Follow up:

|  |  |
| --- | --- |
| *Task* | Date Done |
| Give data changes to Database Administrator |  |
| Give Events manager registration lists to code as attending in database |  |
| Follow up correspondence/ Thank you notes |  |