

**Cleveland State University  
EVENT PLANNING CHECKLIST**

**Conference Services  
523-7203 Fax 687-5545**

<b>Event Title:</b>	
<b>Event Date:</b>	
<b>Attendance:</b>	<b>Admission/Registration Fee: \$</b>
<b>Contact:</b>	<b>Phone:</b>
<b>Contact:</b>	<b>Phone:</b>
<b>Account Number:</b>	

*A CONFERENCE SERVICES FACILITY RESERVATION FORM NEEDS TO BE COMPLETED AND APPROVED PRIOR TO THE EVENT  
Visit [www.CSUOhio.edu/conferenceservices](http://www.CSUOhio.edu/conferenceservices) for Facilities Policies and On-Line Reservation Forms*

<b>TOTAL COSTS</b>			<b>BUDGET ESTIMATE</b>	<b>\$</b>
<i>Facilities</i>				
<i>Audio/Visual</i>				
<i>Decorations</i>				
<i>Dining</i>				
<i>Labor</i>				
<i>Police</i>				
<i>Rental Equipment</i>				
<i>Other</i>				
<b>FACILITIES REQUESTED?</b>				<b>\$</b>
<b>CONFIRMATION RECEIVED?</b>			Location(s):	

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
<b>ADA Requirements</b>				
<b>Agenda Completed</b>				
<b>Audio/Video</b>				\$
*VHS				
*DVD				
*Computer				
*Internet Connectivity				
*Phone Connectivity				
*Projection system				
*Podium				
*Screens				
*Sound/ Microphone(s)				
*Other				
<b>Awards to be given</b>				\$
*Who has awards				
<b>Bar</b>				\$
*Alcohol Permit Required?				
*Attire				
*Bartender/ Staff serve				
*Non-alcoholic Offerings				

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
<b>Catering</b>				\$
*Attire				
*Buffet, Sit-Down, Stations				
*Menu				
*On-site event contact				
*Time of first serving				
*Vegetarians, Kids, Dietary				
<b>Coat Check</b>				\$
<b>Dais required</b>				\$
<b>Décor</b>				\$
*Lobby/ Entrance				
*Restrooms				
*Stage/ Podium				
<b>Electricity</b>				\$
*Extra power needed				
<b>Entertainment</b>				\$
*Entertainer/ Show				
*Background music				
*Music/ Band/ DJ				

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
<b>Flowers</b>				\$
<i>*Bars</i>				
<i>*Buffet Tables</i>				
<i>*Centerpieces</i>				
<i>*Corsage/boutonnière</i>				
<i>*Podium floral</i>				
<b>Hospitality Suite needed</b>				\$
<b>Housing required</b>				\$
<i>*CSU Residence Life</i>				
<i>*Hotel</i>				
<b>Insurance Required</b>				
<b>Invitations</b>				\$
<i>*Labels</i>				
<i>*Quantity</i>				
<i>*RSVP info</i>				
<b>Lighting - special</b>				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Linens</b>				\$
*Chair Covers				
*Napkins				
*Skirting				
*Table Sizes				
*Toppers				
<b>Nametags Required</b>				\$
*Pre-printed				
*Write their own				
<b>Parking</b>				\$
*Directional Signage				
*Reserved Lot				
*Valet Needed				
*VIP spaces				
<b>Photographer</b>				\$
<b>Police - CSU only</b>			<b>Mandatory at all events with alcohol</b>	\$
<b>Prizes/Giveaways</b>				
*Type				
*Who has prizes				\$

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Public Relations</b>				
*Approval				
*Press release required				
<b>Program Book</b>				\$
*Designer				
*How many				
<b>Rental Items Needed</b>				\$
*Chairs/Type				
*Tables/Type				
*Other				
*Other				
<b>Seating Setup</b>				
*Arrangement				
*Head Table				
*Name place cards				
<b>Signs/Banners</b>				
*Directional Signs				
*Registration				\$
*Who has signs/banners				
*Other				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Sound Notification</b>				
<b>Sponsors</b>				
<i>*Attach names with benefits</i>				
<b>Theme/Colors</b>				\$
<i>*Linens</i>				
<i>*Props</i>				
<b>Transportation</b>				\$
<b>Volunteers</b>				
<i>*Quantity</i>				
<b>OTHER/MISCELLANEOUS</b>			<b>DETAILS / CONTACTS</b>	<b>APPROX. COST</b>
				\$