

# INTERNAL EVENT MANAGEMENT CHECKLIST

## IU Kokomo

\_\_\_ **Sponsoring Department**

\_\_\_ **Contact Information (Lead Contact)**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #'s: \_\_\_\_\_

Office: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_ **Name of Event:** \_\_\_\_\_

\_\_\_ Is there a theme? \_\_\_ yes \_\_\_ no

\_\_\_ If yes, name of theme: \_\_\_\_\_

\_\_\_ **Event Description:** \_\_\_\_\_

\_\_\_ **Date(s):** \_\_\_\_\_

\_\_\_ **Location(s):** \_\_\_\_\_

\_\_\_ **Time:**

Start: \_\_\_\_\_

End: \_\_\_\_\_

\_\_\_ **Student Fundraising Event** \_\_\_ yes \_\_\_ no

\_\_\_ If yes, please review this link and contact the Development Office prior to any advertising for your event.

<http://www.iuk.edu/leadership/advancement/development/fundraising.shtml>

\_\_\_ **Notify the Chancellor's Office**

\_\_\_ Chancellor speaking \_\_\_ yes \_\_\_ no

\_\_\_ If yes please do the following

\_\_\_ Put on Chancellor's calendar

\_\_\_ Prepare talking points

\_\_\_ Who is to prepare \_\_\_\_\_

\_\_\_ Provide to Chancellor's Ex. Assistant at least 1 week prior to event

\_\_\_ **Notify VC for Academic Affairs (If an Academic Unit Event)**

\_\_\_ **Budget for Event**

\_\_\_ Hospitality Form filled out and signed by Dept. Head and Philemon/Roy

\_\_\_ yes \_\_\_ no

<http://www.iuk.edu/about/advancement/event-planning/assets/pdf/hospitality-request.pdf>

\_\_\_ Food Service Request Form filled out and send to Tara/AVI

\_\_\_ yes \_\_\_ no

<http://www.iuk.edu/about/advancement/event-planning/assets/pdf/food-service-request.pdf>

\_\_\_ **Food for Event if not using AVI (AVI is the preferred vendor)**

Name of Caterer: \_\_\_\_\_

Phone Number(s): work: \_\_\_\_\_ cell: \_\_\_\_\_

Email: \_\_\_\_\_ fax#: \_\_\_\_\_

\_\_\_ **Alcohol Permit Needed** \_\_\_ yes \_\_\_ no

\_\_\_ ***MUST*** Obtain Approval from the Chancellor's Office prior to proceeding to application for permit.

\_\_\_ AVI Notified

Date: \_\_\_\_\_

\_\_\_ Permit Applied For

Date: \_\_\_\_\_

\_\_\_ **Room Set Up & Equipment Needs**

\_\_\_ **Schedule a meeting with the Events Coordinator to discuss all needs for the event.**

**Tables**

\_\_\_ Rounds or 8' tables

Quantity \_\_\_\_\_

\_\_\_ Table Linen \_\_\_ yes \_\_\_ no

\_\_\_ color and type of linen \_\_\_\_\_

\_\_\_ Table Skirts

\_\_\_ color \_\_\_\_\_

\_\_\_ Head Table

\_\_\_ If so, it must always be skirted

\_\_\_ Other tables

\_\_\_ Registration Table needed \_\_\_ yes \_\_\_ no

\_\_\_ Table Cover needed \_\_\_ yes \_\_\_ no

Who will provide \_\_\_\_\_

\_\_\_ Trashcans \_\_\_ yes \_\_\_ no

\_\_\_ Coat Racks \_\_\_ yes \_\_\_ no

\_\_\_ Podium Needed \_\_\_ yes \_\_\_ no

\_\_\_ If Power Point, will laptop be needed on the podium \_\_\_ yes \_\_\_ no

\_\_\_ Microphone(s) Needed \_\_\_ yes \_\_\_ no

\_\_\_ what type (wireless handheld, corded, lapel) \_\_\_\_\_

\_\_\_ Sound System for Music \_\_\_ yes \_\_\_ no

(preferred method utilizing computer system in the room with a CD)

\_\_\_ Audio/Visual Needs \_\_\_ yes \_\_\_ no

\_\_\_ what type (computer, projector, screen) \_\_\_\_\_  
\_\_\_ Internet Access Needed \_\_\_ yes \_\_\_ no  
\_\_\_ Guest Accounts Requested \_\_\_ yes \_\_\_ no  
    If yes, how many \_\_\_\_\_

\_\_\_ **Invitees To The Event**

Estimated number of guests \_\_\_\_\_  
Who has been invited (e.g. legislators, local officials, school representative, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

If elected officials have been invited, contact Vice Chancellor for Public  
Affairs and Advancement.

*Are there people the Chancellor needs to be aware of?* \_\_\_ yes \_\_\_ no

\_\_\_ **Media & Marketing Needs**

All requests for Media & Marketing must be submitted thru the following link:  
<http://www.iuk.edu/admin-services/mm/forms/requestproject.shtml>

\_\_\_ **Create a Timeline for your event**

**Invitations**

\_\_\_ Number to be ordered  
\_\_\_ Invitation list ordered  
    From where (e.g. IUAA, IUF, IU Kokomo in-house list)  
\_\_\_ M & M notified  
\_\_\_ Date of request for design: \_\_\_\_\_  
\_\_\_ Date draft needed: \_\_\_\_\_  
\_\_\_ Date to send to printer: \_\_\_\_\_  
\_\_\_ Date to be mailed: \_\_\_\_\_  
\_\_\_ RSVP date: \_\_\_\_\_  
\_\_\_ Follow up phone calls: \_\_\_ yes \_\_\_ no  
\_\_\_ Confirmation letter needed? \_\_\_ yes \_\_\_ no

**Printed Programs**

\_\_\_ Needed \_\_\_ yes \_\_\_ no  
\_\_\_ M & M notified \_\_\_ yes \_\_\_ no  
\_\_\_ Date of initial request \_\_\_ yes \_\_\_ no  
\_\_\_ Deadline for info to OCM \_\_\_ yes \_\_\_ no  
\_\_\_ Date draft needed \_\_\_ yes \_\_\_ no  
\_\_\_ Date to send to printer \_\_\_ yes \_\_\_ no  
\_\_\_ Date of delivery \_\_\_ yes \_\_\_ no

**Name Tags**

\_\_\_ Needed \_\_\_ yes \_\_\_ no  
\_\_\_ Pre-printed \_\_\_ yes \_\_\_ no  
\_\_\_ Who is to provide \_\_\_ yes \_\_\_ no  
\_\_\_ M & M assistance needed to design? \_\_\_ yes \_\_\_ no  
\_\_\_ Date of request \_\_\_ yes \_\_\_ no  
\_\_\_ Date draft needed \_\_\_ yes \_\_\_ no  
\_\_\_ Alphabetized \_\_\_ yes \_\_\_ no

**Campus photographer**

\_\_\_ Needed \_\_\_ yes \_\_\_ no  
\_\_\_ Time needed \_\_\_ yes \_\_\_ no

\_\_\_ Specific photos needed? \_\_\_ yes \_\_\_ no  
which photos? \_\_\_\_\_

**Videographer**

\_\_\_ Needed \_\_\_ yes \_\_\_ no  
(purpose of the video \_\_\_\_\_)  
\_\_\_ Time needed \_\_\_ yes \_\_\_ no  
\_\_\_ Specific part of event to be taped \_\_\_ yes \_\_\_ no  
Which parts \_\_\_\_\_

**Digital Signs**

**Please use the link provided for requested Digital Signage:**  
<http://www.iuk.edu/admin-services/mm/forms/digitalform.shtml>

\_\_\_ Digital Signs Needed \_\_\_ yes \_\_\_ no  
When does your event need to go on the sign \_\_\_\_\_  
For how long \_\_\_\_\_

\_\_\_ **Campus Police Needs**

**Additional Campus Police**

\_\_\_ Notified Campus Police of your event \_\_\_ yes \_\_\_ no  
\_\_\_ Is your event after hours \_\_\_ yes \_\_\_ no  
\_\_\_ What are the hours that additional coverage is needed \_\_\_\_\_  
\_\_\_ If yes does your event require additional Campus Police Services  
\_\_\_ yes \_\_\_ no  
\_\_\_ If so, there is a \$25 p/hr per officer charge for all events.

**Parking**

\_\_\_ Notified Campus Police of your event \_\_\_ yes \_\_\_ no  
\_\_\_ Parking Permits Needed \_\_\_ yes \_\_\_ no  
\_\_\_ Reserved spaces needed \_\_\_ yes \_\_\_ no  
\_\_\_ If yes, how many and what location \_\_\_\_\_  
\_\_\_ Number of Guests expected and date and time of event  
\_\_\_\_\_

\_\_\_ **Transportation & Bus Needs**

\_\_\_ IU Kokomo Bus  
\_\_\_ Notify Physical Plant of your event \_\_\_ yes \_\_\_ no  
\_\_\_ Request the bus to be placed near the entrance that your guests will use  
<http://www.iuk.edu/admin-services/physical/forms/reqform.shtml>  
\_\_\_ Who is to provide, If IU: \_\_\_\_\_  
\_\_\_ Rental of cars/vans \_\_\_ yes \_\_\_ no  
\_\_\_ Drivers Secured \_\_\_ yes \_\_\_ no  
Name: \_\_\_\_\_  
Contact Information:  
Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
\_\_\_ Are they authorized to drive an IU Vehicle \_\_\_ yes \_\_\_ no  
\_\_\_ Pick Up

Location \_\_\_\_\_  
 Time \_\_\_\_\_  
 List of Guests traveling \_\_\_\_\_  
 Return Trip  
 Location \_\_\_\_\_  
 Time \_\_\_\_\_  
 List of Guests traveling \_\_\_\_\_

**Additional Items for Your Event**  
 **Rental items**

Tables  yes  no  
 Quantity \_\_\_\_\_  
 What type \_\_\_\_\_  
 Chairs  yes  no  
 Quantity \_\_\_\_\_  
 What type \_\_\_\_\_  
 Tent  yes  no  
 Location of set up \_\_\_\_\_  
 What type of tent \_\_\_\_\_  
 Sides needed \_\_\_\_\_  
 Heating/cooling needed  yes  no  
 Physical plant notified  yes  no  
 Location of power lines, etc. \_\_\_\_\_  
 Vendor  
 Name \_\_\_\_\_  
 Contact info  
 Work phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Delivery  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Who is responsible for set-up of rental items \_\_\_\_\_  
 Pick up  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Who is responsible for tear-down or rental items: \_\_\_\_\_

**Flowers/Decorations**

What is needed:  
 Centerpieces  yes  no  
 Podium/stage flowers  yes  no  
 Banners  yes  no  
 Other  yes  no

Who is to provide? Utilizing Campus Supplies for décor or ordering from an Outside Vendor?

Vendor

Name: \_\_\_\_\_

Contact info

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Delivery

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Exact location: \_\_\_\_\_

Who is responsible for placement of decorations: \_\_\_\_\_

**Entertainment**    \_\_\_ yes \_\_\_ no

Time of arrival: \_\_\_\_\_

Set up needs: \_\_\_\_\_

Notified Physical Plant of specific power and setup needs    \_\_\_ yes \_\_\_ no

**Gift for guests**

Needed    \_\_\_ yes \_\_\_ no

Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Delivery

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Who is responsible for placement: \_\_\_\_\_

What do we do with extras: \_\_\_\_\_

**Directional signing**

Parking signs needed    \_\_\_ yes \_\_\_ no

Restroom signs needed    \_\_\_ yes \_\_\_ no

Other: \_\_\_\_\_

**Volunteers**

Who is to provide: \_\_\_\_\_

**Student Ambassadors** are to be requested thru the Office of Student Activities at least 4 weeks in advance. To do so go to the link provided:

<http://www.iuk.edu/campus-life/assets/pdf/AmbassadorReqForm.pdf>

Number needed: \_\_\_\_\_

What will they be doing: \_\_\_\_\_

Dress code: \_\_\_\_\_

Who is to recruit: \_\_\_\_\_

Date all volunteers secured: \_\_\_\_\_

Training:

Date/time/location: \_\_\_\_\_

Who will be doing the training: \_\_\_\_\_

## IU Kokomo Staff

Needed at event \_\_\_ yes \_\_\_ no

What roles: \_\_\_\_\_

Who is needed: \_\_\_\_\_

Who will be the contact person: \_\_\_\_\_

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## Event Coordinator Responsibilities . . .

### Day of Event

\_\_\_ Room temperature

Cool to 60 – 65 degrees

\_\_\_ Check set-up

\_\_\_ Ensure everything is ready for event/meeting organizers when they arrive

\_\_\_ Have someone available to show organizers how to use any equipment

\_\_\_ Contact person for any issues that may arrive

Name: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_ Microphone Check

\_\_\_ AV Check

### Post-Event

\_\_\_ Clean-up

Notify sponsoring organization's contact person of any deadlines for pick-up and/or removal of items \_\_\_ yes \_\_\_ no

Who is responsible for tear-down of any equipment: \_\_\_\_\_

Arrangements for left-over food: \_\_\_\_\_