

Social Event Checklist

William Woods University
Office of Student Life

Name of Event: _____
Date: _____
Time: _____
Purpose of event: _____
Budgeted cost of event: _____ Overall cost of event: _____
Suggest attire of attendees (if needed): _____
Anticipated attendance: _____ Overall attendance: _____
Admission charge (if any): _____

Facilities Reservation – Please request use of a facility on the Astra Calendar at <http://www.williamwoods.edu/facstaff.asp>. Some locations and events require departmental approval (i.e. athletic space, mock court room, theaters). Classroom reservations are made through the Office of the Registrar, the ext. 4249.

Date location of event was reserved: _____
Location of event: _____
Rain plan location: _____

Facilities Management – For questions please email the Interior Maintenance Department at maint@williamwoods.edu

Number of tables needed: _____ Chairs: _____ Trash Containers: _____ Podium: _____
Event setup: _____
Special room requirements: _____
Special parking requirements: _____

Event Registration –

On-Campus: Organizations must complete an On-Campus Request for Designated Social Event form with the Coordinator of Greek Life and Student Involvement. Events where alcohol will be served must complete the form **twelve days** in advance and follow the social events involving alcohol policy which can be found under Alcohol and Drug Policies and Programs section of the Student Handbook. Events where alcohol is not be served must complete the form **seven days** in advance.

Off-Campus: Organizations must complete an Off-Campus Social Event Registration Form with the Coordinator of Greek Life and Student Involvement. Organizations holding events off-campus must complete the form **seven days** in advance and follow the off-campus events procedure which can be found under Alcohol and Drug Policies and Programs section of the Student Handbook.

LEAD Event – Organizations sponsoring events that would like to be categorized as LEAD, must complete the form online at <http://www.williamwoods.edu/forms/leadeventrequest.asp>. You will subsequently be informed of approval or not.

AV Equipment – All AV equipment can be reserved through Dulany Library at ext. 4289.

AV Equipment reserved: _____
Computer- _____
LCD Projector- _____
VCR/DVD- _____

Guest Speaker –

Rider complete: _____

Rider requests: _____

For events in Dulany/Cutlip Auditorium, make sure all "Riders" are forward to the Theatre Facilities Manager.

Script written (if needed): _____

PR/Invitations –

Type of PR to be used: _____

Date PR should up/out: _____

Number of PR pieces produced: _____

Printing date: _____

Programs: _____

Other forms of PR: _____

If Invitations are needed:

How many produced- _____

RSVP date- _____

Mailing date- _____

Notify the University Relations Office of event: _____

Food – *Hospitality Services, the food service provider at William Woods University, has the exclusive rights to ALL food service in Tucker Dining Hall. Organizations/departments/individuals desiring any type of catered food service on campus outside of Tucker Dining Hall for an event can work with Hospitality Services for such purposes, as they have the first-right of refusal. Hospitality Services is located in Tucker Dining Hall and can be reached at ext. 1191.*

Food needed: YES or NO

Type of food O\ordered: _____

Tablecloths/Table skirts: _____

Budgeted cost of food: _____ Final cost of food: _____

Deposit needed: YES or NO Cost of deposit: _____

Date for headcount of attendees: _____ Headcount given to caterer: _____

Service style (if applicable): _____

3rd Party Vendor reserved: YES or NO Cost agreed upon: _____

Music (DJ or Bands) –

Contact Person: _____

Cost: _____

Setup needs (Electricity and/or staging): _____

Parking Requirements – *All parking requests and special arrangements must go through the Director of Campus Safety at ext. 4357.*

Anticipated parking lots: _____

On-campus or off-campus guests: _____

Event supplies –

Decorations: _____
Name Tags: _____
Favors: _____
T-Shirts: _____
Publications: _____
Pens/Markers/Tape: _____
Banners/Signs: _____
Camera/Film: _____

Post Event Follow-up / Review –

Thank you notes: _____

Positive: _____

Negative: _____

Changes for next year: _____

