

Event Title: _____

Date: _____ Time: _____

Location: _____

Theme: _____

Target Audience: _____ Est. No. Guests: _____

Speakers: _____

Special Guests: _____

Program: _____

Budget: \$ _____ Department: _____

Acct. No. | CFS: _____

Guest List: VIP Faculty, Staff Students Other _____

VIP Calendar | Holidays: _____

Person Responsible for Guest List: _____

RSVP | Info Email: _____ Phone: _____

Registration: GoogleDoc Email Call _____

Marketing: Invitation Poster Eblast Quantities: _____

Website URL: _____

Publicity Needs from Speaker: Photos (hi-res) Bio Personal Website Videos

Documentation: Photographer Videographer News Release

Development Opportunities: _____

Logistics: Staging Podium Electricity Web Access Microphones AV

Presentation: Video Easels Banners Décor | Flowers Background Music

Accommodations: Seating Accessibility Water Trash Coat Rack Tent

Reserved Seating: Yes No Number of Seats: _____

Greeters, Guides: _____

Registration Table: Nametags Signage Meal | Drink Tickets

Catering: Menu Bar Tableware _____

Travel Arrangements: TAR Reserve Accommodations Transportation

Gifts, Plaques, Favors: Guest Speaker Guest of Honor Guests Qty: _____

Additional Presenters: Vendors Service Providers Exhibitors Poster Sessions

Presenter Layout: _____

Entertainment: Rhody the Ram URI Marching Band Student Ensemble

Parking: Reserved Valet Cones Gates Signage Directions

Parking Lot: _____

Parking Accessibility: Yes No Visitors Center Staff: _____

University Support: Facilities Police Detail Clean Up _____

Committee List: _____

Committee Assignments: _____

Google Doc Link: _____

Notes: _____
