Event planning checklist

* Access Control: schedule doors
* Accessibility Services - **three weeks' notice**
* AV needs: Tuck Streams
* Banner Inside
* Banner Outside - **three weeks' notice**
* Bar: Byrne Catering
* Buckets
* Bulletin Boards/White Boards: for class/event
* Bullhorn
* Catering orders: breakfast, breaks, beverages, lunch, dinner
* Catering set-up needs: 8 ft tables, china, linen, paper, plastic, utensils
* Chairs: type of, amount
* Cleaning supplies
* Coat racks
* Cocktail tables
* Coffee table
* Custodial Coverage: depending on size and date of your event/ any OT
* Dance Floor - **three weeks' notice**
* Decorations: see us about policies
* Draping - **three weeks' notice**
* Easels
* Extension cords
* Flip Charts: markers, paper
* Flowers: Byrne Catering
* Funding: chart string number
* Furniture: moved or removed - **three weeks' notice**
* Grills: Blood's Catering
* Keys - see us about arrangements
* Ladder
* Linens - green cloth or paper
* Mattresses - **three weeks' notice**
* Meal locations: on site, offsite
* Music requests: possible outdoor permit needed - **three weeks' notice**
* Outdoors Permits - **three weeks' notice**
* Panel chairs
* Parking Passes
* Parking: seven visitor spaces available (8-14)
* Photography Resources
* Podium: for speakers (more formal); Tuck signage
* Posters - order before event
* Power needs: DJ, band, cooking appliances - **three weeks' notice**
* Rain location: reserve an indoor location
* Retractable Belt Posts - **three weeks' notice**
* Risers
* Road Horses - **three weeks' notice**
* Room layout: room setup/table configuration
* Sign Stanchions: (white) directional signage
* Signage: designated areas
* Staging: **three weeks' notice**
* Sustainable Resources
* Tables: rectangles, rounds, cocktail
* Tents: size, lights, heater, sides, setup date, take down date. Dig safe – **four weeks' notice**
* Transportation
* Trash cans, recycle bins, extra bags
* Visitor cards - **two weeks' notice**
* Water: bottled water or pitcher/glasses for panelists or guest speakers