** ELI Online Focus Session**

**Event Planning Checklist**

This document will help you work through the details of organizing your on-site event. Consider modifying this document, making it available through Google Documents or adding a link to your campus version for colleagues who may wish to organize their own events.

|  |  |
| --- | --- |
| **Event Name:**  |  |
| **Event Day and Date/s** | **Start Time** | **End Time** | **Building/Room#** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Is there a cost to attend? Yes No If yes, what is the cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Owner/s** (individual/s initiating event)

|  |  |
| --- | --- |
| Name/s:  | Name/s:  |
| Phone number: | Phone number: |
| e-Mail: | e-Mail: |
| Department:  | Department:  |

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Expected Attendance on-campus**  |  **Expected Attendance off-campus** |  **TOTAL** |
|  | **Event Description:**  |
|  | **Room and Directional Signage Requests:** |
|  | **Preferred Event Location/s** (order of preference):  |
|  | **Parking Services Needed on Campus?**       Yes       No  If yes, please indicate date(s)        |

**Did you need Media and IT Support?** Yes No Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, circle any required items:

|  |  |
| --- | --- |
| Screen and Projector  | Wired Internet Access ***(recommended)*** |
| Microphone-Assisted Listening Device | Web Conferencing Setup |
| Voice/Speaker Conference Phone ***(recommended)***  | Flipchart Stand/Pad and Markers  |
| Wireless Internet Access |  |

**Room/Area Setup Style:  Circle preference or draw picture of preferred setup design**

U-Shape Classroom Square-open Square Closed Rounds Other

Describe or draw a picture of setup:

**Food and Beverage:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Day 1:** | **Day 2:** | **Day 3:** |
| **Continental Breakfast** |  |  |  |
| **AM Break** |  |  |  |
| **Lunch: Buffet or Seated** |  |  |  |
| **PM Break** |  |  |  |
| **Other** |  |  |  |

Contact **<add contact info here>** if you have questions about completing the form.

