Reservation # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Department Office Use Only*

College of Social Sciences and Professional Studies Chair/Faculty Pre-Event Planning Checklist

***Chair/Faculty:*** *The following information MUST be provided to your department ADA before reservations and marketing will begin. Please allow a minimum of 2 weeks before an event for planning and marketing.*

|  |  |
| --- | --- |
| Event Contact/Coordinator:       | Department:       |
| Event Day/Date:        | Event Start/End Time:       |
| Location of Event:       | Projected Attendance:       |
| Event Title:       |  |
| Type of event: [ ]  Lecture [ ]  Presentation [ ]  Conference [ ]  Other: |       |

Name of event presenter:

Description of event: *(Information to be used to market event)*

Total Event Budget Amount $

 *(Please specify the amount each funding string will be contributing to event)*

|  |  |
| --- | --- |
| Department Funding String:       | Amount to charge $       |
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| Department Funding String:       | Amount to charge $       |

Marketing:

 ON CAMPUS Promotion: [ ]  Poster [ ]  24x26 Large Poster [ ]  Hand Bills [ ]  SCALA [ ]  Email [ ]  Midnight Ranger

 OFF Campus Promotion: [ ]  Newspaper [ ]  Mailing [ ]  Radio (WGTD)

Audience: [ ]  ON campus [ ]  OFF campus (Check all that apply)

 [ ]  UWP Students (List Departments):

 [ ]  Faculty [ ]  UWP Employees minus Faculty [ ]  Community Members [ ]  CSSPS Advisory Board

[ ]  ALL (Adventures in Life-long Learning) [ ]  Other:

Parking: [ ]  Yes [ ]  No $5.00 individual daily parking permit Quantity:

 [ ]  Yes [ ]  No $50.00 per day to suspend ticketing in parking lot (Parking lot specified by UWP Police)

Location Request:       Number of rooms needed

 Facilities: [ ]  Student Center [ ]  Molinaro [ ]  Greenquist [ ]  Wyllie [ ]  RITA [ ]  Bridge [ ]  Library

 Type of Room: [ ]  Conference Rm [ ]  Classroom [ ]  Ballroom [ ]  Smart Room [ ]  Cinema [ ]  Lecture Hall [ ]  Other:

Catering: [ ]  Yes [ ]  No [UWP Catering Menu](https://www.uwp.edu/explore/cateringse/upload/UWP-Catering-Guide_Full_072717.pdf)

 Beverage: [ ]  Water station [ ]  Coffee [ ]  Tea [ ]  Soda [ ]  Lemonade/Punch [ ]  Bar (Open or Cash)

 Food: [ ]  Pizza [ ]  Bruschetta [ ]  Fruit [ ]  Dessert [ ]  Other:

 Linens: [ ]  Table clothes [ ]  Skirting [ ]  Fabric dividers

Audio Visual: [ ]  Yes [ ]  No

 [ ]  Laptop [ ]  Clicker/Laser Pointer [ ]  Wireless Microphone [ ]  Lapel Microphone [ ]  Speakers [ ]  Projector [ ]  Screen

https://www.uwp.edu/learn/colleges/socialsciencesprofessionalstudies/sspsmission.cfm

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