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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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

Revd. 9-2018