

**Cleveland State University  
EVENT PLANNING CHECKLIST**

**Conference Services  
523-7203 Fax 687-5545**

**Attendance:**

**Phone:**

**Account Num/TT6 Info:**

*A CONFERENCE SERVICES FACILITY RESERVATION FORM NEEDS TO BE COMPLETED AND APPROVED PRIOR TO THE EVENT  
Visit [for Facilities Policies and On-Line Reservation Forms](#)*

**TOTAL COSTS**

**BUDGET ESTIMATE**

*Facilities*

*Audio/Visual*

*Decorations*

*Dining*

*Labor*

*Police*

*Rental Equipment*

*Other*

**FACILITIES REQUESTED?**

**\$**

**CONFIRMATION RECEIVED?**

Location(s):

**YES NO**

**DETAILS / RESPONSIBLE**

**ADA Requirements**

**Agenda Completed**

**Audio/Video**

*\*VHS*

*\*DVD*

*\*Computer*

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
<b>Catering</b>				\$
<i>*Attire</i>				
<i>*Buffet, Sit-Down, Stations</i>				
<i>*Menu</i>				
<i>*On-site event contact</i>				
<i>*Time of first serving</i>				
<i>*Vegetarians, Kids, Dietary</i>				
<b>Coat Check</b>				\$
<b>Dais required</b>				\$
<b>Décor</b>				\$
<i>*Lobby/Entrance</i>				
<i>*Restrooms</i>				
<i>*Stage/Podium</i>				
<b>Electricity</b>				\$
<i>*Extra power needed</i>				
<b>Entertainment</b>				\$
<i>*Entertainer/Show</i>				
<i>*Background music</i>				
<i>*Music/Band/DJ</i>				

	YES	NO	DETAILS / RESPONSIBLE	APPROX. COST
<b>Flowers</b>				\$
<i>*Bars</i>				
<i>*Buffet Tables</i>				
<i>*Centerpieces</i>				
<i>*Corsage/boutonniere</i>				
<i>*Podium floral</i>				
<b>Hospitality Suite needed</b>				\$
<b>Housing required</b>				\$
<i>*CSU Residence Life</i>				
<i>*Hotel</i>				
<b>Insurance Required</b>				
<b>Invitations</b>				\$
<i>*Labels</i>				
<i>*Quantity</i>				
<i>*RSVP info</i>				
<b>Lighting - special</b>				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Linens</b>				\$
<i>*Chair Covers</i>				
<i>*Napkins</i>				
<i>*Skirting</i>				
<i>*Table Sizes</i>				
<i>*Toppers</i>				
<b>Nametags Required</b>				\$
<i>*Pre-printed</i>				
<i>*Write their own</i>				
<b>Parking</b>				\$
<i>*Directional Signage</i>				
<i>*Reserved Lot</i>				
<i>*Valet Needed</i>				
<i>*VIP spaces</i>				
<b>Photographer</b>				\$
<b>Police - CSU only</b>			<b>Mandatory at all events with alcohol</b>	\$
<b>Prizes/Giveaways</b>				
<i>*Type</i>				
<i>*Who has prizes</i>				\$

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Public Relations</b>				
<i>*Approval</i>				
<i>*Press release required</i>				
<b>Program Book</b>				\$
<i>*Designer</i>				
<i>*How many</i>				
<b>Rental Items Needed</b>				\$
<i>*Chairs/Type</i>				
<i>*Tables/Type</i>				
<i>*Other</i>				
<i>*Other</i>				
<b>Seating Setup</b>				
<i>*Arrangement</i>				
<i>*Head Table</i>				
<i>*Name place cards</i>				
<b>Signs/Banners</b>				
<i>*Directional Signs</i>				
<i>*Registration</i>				\$
<i>*Who has signs/banners</i>				
<i>*Other</i>				

	YES	NO	DETAILS / CONTACTS	APPROX. COST
<b>Sound Notification</b>				
<b>Sponsors</b>				
<i>*Attach names with benefits</i>				
<b>Theme/Colors</b>				\$
<i>*Linens</i>				
<i>*Props</i>				
<b>Transportation</b>				\$
<b>Volunteers</b>				
<i>*Quantity</i>				
<b>OTHER/MISCELLANEOUS</b>			<b>DETAILS / CONTACTS</b>	<b>APPROX. COST</b>
				\$