Event Planning Worksheet

Registered Student Organization

Reservation ID #: __________________________ Events On-Line #: __________________________

Organization: ______________________________

Contact Name: ______________________________ Contact #2 Name: __________________________

Phone: (____) ____________________________ Phone: (____) ____________________________

Email: (____) ______________________________ Email: (____) ____________________________

Event Name: ___________________________________________________________

Event Date(s): ___________________________________________________________________________

Venue/Meeting Rooms: ________________________________________________________________

Event Start Time (Doors Open): _______________ am/pm Event End Time (Doors Close): ___________ am/pm

Venue Access Time: _________________ am/pm Venue Access End Time: _________________ am/pm

Please bring the following information to your scheduled event planning meeting.

____ Equipment × tables, chairs, audio/visual equipment and any other equipment you will need for your event

____ Detailed and annotated event schedule × especially important for complicated events or events taking place in multiple venues

____ Catering/Food Safety × For your catering needs please contact ASUCLA Catering at 310.206.0735

____ Student Union Event Fund (ASUCLA facilities only) × see Event Services website at: www.eventservices.ucla.edu for guidelines and deadlines

____ Tickets/Admission charged × ticket requests forms need to be submitted through Student Union Event Services no later than 2 weeks prior to ticket distribution

____ Merchandise sales/Donation Collection × your CSP Adviser has information about authorized merchandise sales and donation collections. Event Services will need a list of vendors, items, quantity and prices.

____ Parking

____ Security/Special staffing

____ VIP attendees

____ Alcohol × talk to your CSP Adviser to learn more about the policy

____ Copies of any planned advertising including flyers, display ads × inform your CSP Adviser about any advertising before it is published or distributed. If awarded ASUCLA Student Union Event Funding please request ASUCLA Student Union Event Fund logo.

____ Performance Checklist × ask your CSP Adviser about a Special Events Committee meeting if your event includes a high-profile performer

____ Decorations