**FACILITIES**

**Indoor**

Seating

Tables:\_\_\_\_\_\_

Size:\_\_\_\_\_\_

Clothed/skirted

Head table/reserved table

Valet parking

**Outdoor**

Permit needed?

Tenting needed?

Same considerations as indoor

Electricity needed?

**MENU**

**Food**

Sit-down/hors d’oeuvres

Vegetarian plates

Final count due date:\_\_\_\_\_\_

Cost per person:\_\_\_\_\_\_

*Include service charge and gratuity when figuring total cost per person*

**Meal Service**

Buffet

Preset

Partial preset (dessert/salad already out)

Full service

Full service with coffee refills

**Beverages**

Coffee/tea

Soft drinks

Juice  
 Other:\_\_\_\_\_\_\_\_\_\_

**Alcoholic Beverages**

Cash bar

Open bar

Drink tickets per person:\_\_\_\_\_

**A/V**

Podium

Microphone (hand-held/wireless)

Electrical outlets

Air conditioning/heat temperature

Projector

Laptop

Television/DVD/VCR

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_

**AWARDS**

Presented by: \_\_\_\_\_\_\_\_\_\_

Presented when: \_\_\_\_\_\_\_\_\_\_

Placed where:\_\_\_\_\_\_\_\_\_\_

Advance display?

Script needed?

**PROMOTION**

Postcard/flier (needed six weeks out)

Press release (needed four weeks out)

On-campus display

Fliers

Program (needed four weeks out)

Door prizes / giveaways

Brochure