**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