



EVENT CHECKLIST

General Event Information

Event Name:	
Event Date:	
Preferred Event Location:	
Alternate Event Location:	
Pre-Event Time:	
Event Start Time:	
Event End Time:	
Post-Event Time:	
Expected Headcount:	
Event Coordinator:	

Event Requirement	Status	Date	Action
Will you need resources from Facilities Management?	<input type="checkbox"/>		<p>Submit a Fix-It request to Facilities Management:</p> <ul style="list-style-type: none"> Required for all setup needs: Event Setup Request Request support at least 10 days in advance (no exceptions) <p>Examples include:</p> <ul style="list-style-type: none"> Tables, chairs, podium setup Catering tables (linens are not included) Environmental Services Additional trash/recycling receptacles Electrical support, Carpentry
Will food be present at the event?	<input type="checkbox"/>		<p>Elon Catered Meal:</p> <ul style="list-style-type: none"> Request catering tables (via Fix-It) Coordinate directly with the Catering team to place food and linen order. Elon Catering All food trucks must be coordinated through Elon Dining. <p>Self-Provided Meal:</p> <ul style="list-style-type: none"> Submit a “Food Notification” Fix-It request for Environmental Services (trash support required)
Will you use Technology?	<input type="checkbox"/>		<p>Event Technology Services Onsite:</p> <ul style="list-style-type: none"> Request support at least 10 days in advance (no exceptions) Include exact start time of event <p>Be specific with technology needs, such as:</p> <ul style="list-style-type: none"> Presentation/projection setup Background music Microphones Zoom Meeting Startup, virtual presentation Meeting kick-off <p>Self-Support Equipment Checkout:</p> <ul style="list-style-type: none"> Equipment Checkout from Media Services: Reserve Equipment <p>Items may include:</p> <ul style="list-style-type: none"> Laptops, cameras HDMI/Mac adapters, presentation remotes Bigfoot Speaker & Mic <p>Self-Support Installed Room Technology:</p> <ul style="list-style-type: none"> No on-site support will be available; you are comfortable using installed technology in the space (Airmedia) <p><small>**Please note Lakeside Hall, McKinnon Hall, Alumni Gym, Oaks Commons 212, McBride are not “self-support” compatible. Always select onsite services for said locations in the request form.</small></p>
Are you bringing an outside vendor?	<input type="checkbox"/>		<p>Items to Consider:</p> <ul style="list-style-type: none"> Specific Load-in & Load-out Times Parking Location Elon Purchasing Department Clearance Vendor insurance/contract on file
Share Your Event Files	<input type="checkbox"/>		<p>Provide Relevant Materials:</p> <ul style="list-style-type: none"> Event Agenda, Schedule at a Glance Event Timeline Program Script Event Flyer & Promotion