**Event Planner Worksheet**

*It is recommended that this worksheet be completed prior to contacting venues.*

1. In one sentence, what is the goal of the event?
2. What type of program is this?
	1. Reception
	2. Performance
	3. Screening
	4. Press Conference
	5. Lecture
	6. Other
3. How many attendees are you expecting?
4. By how much are you planning to oversell?
	1. How will you manage if your event reaches capacity?
5. Is this event invitation only?
	1. Yes
	2. No
6. Will people outside of current students & University employees be in attendance?
	1. Yes
	2. No
7. How many members of your staff do you anticipate being onsite?
8. Who is your COVID-19 lead?
9. How will you coordinate visitors signing/agreeing to the University’s health attestation?
10. What registration system are you using? (e.g. Eventbrite)
11. What is your target date?
	1. Alternate date
12. Will you need access to the event space prior to the date of your event?
13. What time does your event begin?
14. What times does your event conclude?
15. Provide a proposed timeline for your program. (*From the moment of first access to space to when the venue will be cleared. If it is known, include vendor access times*.)
16. What technical capabilities will you need from the venue? (e.g. hardlined internet access)
17. Will you need additional space outside of the event location? (e.g. greenroom)
	1. Yes (please elaborate)
	2. No
18. Can registration/check-in take place outside of the venue?
	1. Yes
	2. No
19. Which vendors do you anticipate needing?
	1. A/V
	2. Caterer
	3. Other
20. Do you anticipate needing security?
	1. Yes (please elaborate)
	2. No
21. Have you submitted the **UChicago In-Person Programming and Event Request form?**
	1. **Yes**
	2. **Not yet**
22. **Has your request been approved?**
	1. **Yes**
	2. **Not yet**