General Event Checklist

MUST BE RETURNED TO THE SCHEDULING CENTER BY:_________________________

Failure to return this completed form by the above date will cancel your event reservation.

EVENT:__________________________________________________________________

PRIMARY CONTACT:________________________________________________________

CONTACT #:________________________________________________________________

EVENT REFERENCE #:_______________________________________________________

**Location**

Building:___________________________   Room:______________________________

Unlock Time:________________________ Event Start Time:____________________

Lock Time:__________________________   Event End Time:_____________________

**Attendance**

Who will attend?   Members   Members/Guests   Open to Public   All CWU

How many are expected to attend?________________________

Will you charge for admissions, or ask for donations?   YES   NO

Will this event be advertised?   YES   NO

Do you plan on decorating or hanging items in the room?   YES   NO

Will you distribute food or drink?   YES   NO

Will you serve or provide alcoholic drinks?   YES   NO

Will your guests need directions to CWU?   YES   NO
**Equipment**

Will you or your presenter need a microphone?    Handheld    Lapel    Headset

Will you or your presenter need a data projector, DVD player, VCR or cable TV?    YES    NO

Will you or your presenter need a laptop and accessories for this presentation?

- Laptop w/Internet
- Laptop W/O Internet
- Wireless Remote

Software needs:

- PowerPoint
- Internet Explorer
- Mozilla Firefox
- Windows Media
- Novell
- DVD Player Media
- Microsoft Suite
- Downloaded Program

Will you or your presenter need an overhead projector Document camera?    YES    NO

Will you or your presenter be bringing their own:    Laptop    Projector

Will you or your presenter need a flip chart?    YES    NO    How many?

Will you or your presenter need a white board?    YES    NO

Will you or your presenter be showing a movie?    YES    NO

Do you or your presenter have special equipment needs for this event? Please Explain:

**Setup (All meeting rooms are set Board Style)**

Does this event require one of the following room setups:

- Conference Style
- Banquet Style
- Classroom Style
- Theatre Style

Other, please explain or attach map:

Will you need additional garbage cans?

Will you need additional:    Tables #:    Chairs #:

How many inside the room: (ex: Catering)    Tables?    Chairs?
How many outside the room: (ex: Registration)  Tables?  Chairs?

Additional setup needs or comments:

Would you like to setup a meeting with an event planner?  YES  NO

Please return this form to:

**Mail Stop:** 7452

**Fax:** (509)963-1894

**Mail:**  Attn: Student Union Operations

400 East University Way SURC Room 146

Ellensburg, WA 98926-7452

If you have questions or concerns please feel free to contact

Student Union Operations

(509)963-1321

This form is for general campus rooms, SURC 135, 137, 140, 201, 202, 271, 210, 215, 301, PATIO W/E.