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 expected to attend? __________________
Will you charge for admission, or ask for donations? YES   NO
Will this event be advertised? YES   NO
Do you plan to post signs on campus? 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       Head worn
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:
Will you or your presenter need an overhead projector or Document cam? **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

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

Does this event require one of the following room setups:

- Conference Style
- Banquet Style
- Classroom Style
- Theater Style
- Other, please explain or attach a map

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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:

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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: Union Operations & Scheduling  
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 & Scheduling:  
509.963.1321

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