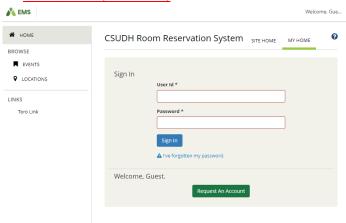
Event Planning Checklist

Determine Event date.

Reserve Event space. Event space is scarce on campus.

• Home / EMS (csudh.edu)



Budget. How much can you spend?

	Your E	ven	t Name				
Your Event Date							
ITEM		E	BUDGET	ACTUA	L	P0 #	COMMENTS
Expenses	Vendor						
Catering							
Boxed Lunches (80)	Subway (80)	\$	1,000.00				
Catering							
	Aramark	\$	1,000.00	\$	-		
Event Production							
Sounds for Livestream	SP Entertainment	\$	1,600.00				
Logistics							
Work Order	CSUDH Facilities	\$	500.00				
CSUDH TOTAL		\$	2,100.00	\$	-		
Total Expenses		\$	3,100.00	\$	-		
Chartfield: ##							

Catering. h ahead of time. (Do NOT forget to order linens.)

• https://csudh.catertrax.com/menuGrid.asp?mode=p&a=1&cg=6&c=49&intCusto merID=

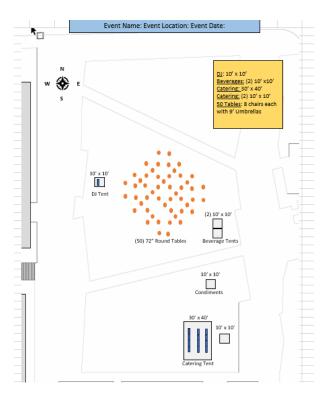
Secure external vendors if needed. Must be approved by Procurement.

- Tables, tents, decor, balloons, sound system, etc.
- https://www.csudh.edu/procurement-contracts/vendors/

Contact facilities with detailed work order.

- Tables, chairs, canopies, sandbags, trashcans, sprinklers, power, etc.
- Submit work order request through the CSUDH portal with attachments of excel work order and diagram of event space/location.
- https://dhfs.csudh.edu/members/

	Your Event Name								
	Your Event Date								
QTY	ITEMS	LOCATION	DESCRIPTION	DELIVERY DATE	DELIVERY TIME	PICK-UP DATE	PICK-UP TIME		
1	Sprinklers	North Lawn	Turn off	09/20/23	8:00AM	09/22/23	4:00PM		
1	Water Access w/hose	North Lawn	Vendor will need access to water to fill water barrels for 30' x 40' tent	09/20/22	8:00 AM	9/22/2023	4:00 PM		
_ 1	Podium (Irg)	University Theatre	Main stage	09/20/23	8:00AM	09/21/23	2:00 PM		
1	Table	University Theatre	KDHR	09/20/23	8:00AM	9/21/2023	2:00PM		
2	Chairs	University Theatre	KDHR	09/20/23	8:00AM	9/21/2023	2:00PM		
8	Trash cans/bags	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM		
8	Recyle cans	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM		
8	Compost cans with bag	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM		
1	EZUP w/sandbags	North Lawn	Place per diagram - DJ	09/21/23	8:00AM	09/21/23	2:00 PM		
2	EZUP w/sandbags	North Lawn	Place per diagram - Drink Station	09/21/23	8:00AM	09/21/23	2:00 PM		
2	EZUP w/sandbags	North Lawn	Place per diagram- Condiments	09/21/23	8:00AM	09/21/23	2:00 PM		
1	EZUP w/sandbags	North Lawn	Place per diagram - Catering	09/21/23	8:00AM	09/21/23	2:00 PM		
2	Access to power	North Lawn	DJ Area and catering tent need power	09/21/23	8:00AM	09/21/23	2:00 PM		
2	Extension cords	North Lawn	DJ Area and catering tent need power	09/21/23	8:00AM	09/21/23	2:00 PM		
1	Clean up	North Lawn	Trash pick up and removal after event	09/21/23	1:00 PM				
	EVENT CONTACT								
	Name:								
	Ext:								
	Cell:								



- 6. A fire marshal permit is required if the event is outside, includes tents or open flames, has a stage, if seating with more than 200 chairs.
 - Sign up for an account at- https://calfire.govmotus.org/
- 7. **Connect with IT** for audio visual needs. Podium, mic, internet, wi-fi.
 - https://csudh.servicenow.com/it?id=sc_cat_item&catalog=service&sys_id=577d 2b606ff85100d70789f1be3ee4f3
- 8. **Contact Parking Services** to reserve parking spaces.
 - https://www.csudh.edu/visit-us/parking/

Let's **promote** your event/ Collateral.

• https://csudh.servicenow.com/it?id=sc_cat_item&catalog=service&sys_id=04a2
4e501bbc25108bc555351a4bcb7d

Create a Timeline/ Run of Show, if needed.



Event Name Event Date Location

10:00 AM Emcee		(5 MINS)
	Speech	
	Introduces Guest Speaker #1	
10:05 AM Guest Spea	ker #1	(5 MINS)
	Speech	
10:09 AM Emcee		(2 MINS)
	Thanks Guest Speaker #1, introduces Guest Speaker #2	
10:11 AM Guest Spea	ker #2	(4 MINS)
	Speech	

Create a day of materials checklist.

DAY OF MATERIALS					
PROGRAM NAME:					
PROGRAM DATE:					
ACTION ITEM	Needed (Y/N)	PACKED (Y/N)			
Registration Materials - as needed					
Signage - directional, etc. as needed					
PPT presentation - as needed					
Script - copies					
Timeline - copies					
Reserved Seating Signage					
tape					
markers					
box cutters					