

UNIVERSITY of SAINT FRANCIS
On Campus
EVENT CHECKLIST

Today's Date ___/___/___

Department Sponsoring Event _____

Event Name _____

Event Location (Building/Room#) _____

Event Start Date _____ Event End Date _____

Event Start Time _____ Event End Time _____

Event Contact Person _____ Contact Person Phone Number _____

Estimated number of people attending _____

Brief description of event:

The following services are available for your event. The person responsible for event must notify all departments by phone or in person at least 14 days prior to your event. Be sure all rooms are confirmed first before planning your event. Please use the Room Reservation/Set-up Form located on the USF Intranet Site. The University of Saint Francis and Dining Services want to insure your event is a success.

___ ***Food Service-Catering (food, beverages, linens and centerpieces) USF Food/catering policy must be followed; see intranet-Administration, Student Life, Dining Services. Complete Catering Request and Exemption Form
Ashli Ezell ext. 3258***

___ ***Operation's Department-Set-ups (tables, chairs, stage, drapes & flags) in the event your request exceeds our inventory, any additional tables and chairs must be ordered by the Operations Department. The invoice will then be sent to you for payment upon receipt.
Nancy Money ext. 3225***

___ ***University Technology Services, UTS (signage, podium (tabletop or standup), USF logo (round or rectangular), microphones (how many?), audio support for musical instruments or vocalists, CD, DVD or tape player, laptop computer, overhead, slide projector or LCD projector (who will be setting up?), screen, easels, flip charts, etc.) Please use the Track-it request form on the intranet site.
Jon Youse ext. 6049***

All rooms must be reserved and confirmed.

_____Registrars Office ext. 6524 or 6526 Academic Buildings (Achatz, Doermer, PJII)

_____Nancy Money ext. 3225 Trinity (Guild Room, Sister's Dining Room, Social Room, South Dining Room) Campus Ministry (Guest Rooms, Conference Room, Dining Room & Millikan Room) PJII 204, North Campus Auditorium and Gymnasium

_____ Mitch Ellisen ext. 7559 Hutzell (Gymnasium & Foyer)

_____ Carolyn Exner ext. 3278 Achatz (Planetarium)

_____ Amy Schreiber ext. 7591 Rolland (Classroom 115, Gallery & Conference Room)