

**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:

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***The following services are available for your event. The person responsible for the event must notify all departments at least 14 days prior to your event. Be sure all rooms are confirmed first before planning your event. You may need to make other arrangements with a local rental company for tables and chairs if we do not receive at least a 14 day notice. 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 through a local rental company. Your department will incur this expense.  
Nancy Money ext. 6107***

***\_\_\_ 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, North Campus 140 & 141, PJII)***

***\_\_\_\_\_ Nancy Money ext. 6107 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, South and North Foyers and Gymnasium***

***\_\_\_\_\_ Mitch Ellisen ext. 6206 Hutzell (Gymnasium & Foyer)***

***\_\_\_\_\_ Carolyn Exner ext. 8200 Achatz (Planetarium)***

***\_\_\_\_\_ Amy Schreiber ext. 8001 Rolland (Classroom 115, Gallery & Conference Room)***