

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 planning must notify all departments at least 14 days prior to your event. Be sure all rooms are confirmed 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.
Brian Smith or Garrett Tyk, ext. 8146***

_____ ***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, PJPII 137, 140, & 141)***

_____ ***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, North and South Foyers, and Gymnasium***

_____ ***Mitch Ellisen, ext. 6206 – Hutzell (Gymnasium & Foyer)***

_____ ***Carolyn Exner, ext. 8200 – Achatz (Planetarium)***

_____ ***Molly Allen, ext. 8001 – Rolland (Classroom 115, Gallery & Conference Room)***

_____ ***Jessica Swinford, ext. 6411 – Brookside***