

## **Special Event Check List**

<b>Event Name</b> :	Event Contact:
<b>Event Date</b> :	: Contact Phone:
Times (including Set up/Take down	Contact Email:
<b>Event Considerations</b>	
	Availability of the desired facility
	Nature of the proposed event
	Contract with Insurance Certificate
	Organization's ability to meet expenses and the attendant costs for the event
	Anticipated attendance
	Group Demographics (Men/Women Teams, Age, etc.):
	Supervision and control of the facility
	Admission charges, ticketing and sale (if applicable)
	Staffing and Supervision during the event
	Publicity
	Signage - Posters/Banners/Flyers (do's and don'ts)
	Video/Photo - restrictions apply (see film/photo shoot requirements)
	Recycling
	Food service
	Alcoholic beverages
	Police and custodial coverage
	Waiver or Insurance requirements
	Fire code regulations
	EMT services\Sport trainers
	Risk management procedures
	Program/activity accessibility
	Crowd control
	Access control/provisions for guests
	Signing of contracts/agreements for facility and services (if applicable)
	Set-up of the facility (who, what, when, how)
	Compliance with all other university regulations, federal and state laws
	Clean-up and restoration of the facility to its original condition
	Parking considerations
	Special Needs/Accommodations
	Equipment Needs:
Additional Comments:	=