Special Event Check List

Event Name: ____________________________  Event Contact: ____________________________

Event Date: ____________________________  Contact Phone: ____________________________

Times (including Set up/Take down) ____________________________  Contact Email: ____________________________

Event Considerations

- 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 (dos 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:

- The meeting is not limited to these considerations. Additional consideration may be included depending on the event.