

CONFERENCE SERVICES • EVENT PLANNING SHEET WORKSHEET

Preplanning Questions:

1. Who do I want to attend this event? Who is my audience?
2. What knowledge (facts, figures, & information) do I want the participants of my event to gain?
3. What skills, actions, or behaviors do I want the participants to incorporate into their lives in the short & long term?
4. What attitudes, values or beliefs do I want the participants of this program to develop?

Event Name _____ Event Date _____

Organization/Campus Office _____

Contact Name _____ Phone Number _____

E-mail address _____

Event Start time _____ Event End time _____

Set up by _____ Sound Check _____

Number of Anticipated Guests _____ Maximum Anticipated Guests _____

Building & Room (or outdoor location) desired _____

Food Service requested? Yes No Buffet Served Going through line at Baldwin Linens & Skirting
[*If yes, contact Pioneer Catering at x2310 or catering@indwes.edu]

Tables

- round tables _____
- 6' tables _____
- 8' tables _____
- materials table
- registration table
- linens & skirting*

Staging

- podium
- easel(s) _____
- flip chart(s) _____
- dry erase board
- chairs
- staging
- extra trash bins

Visual

- laptop computer
- Power Point
- Audio in Power Point
- Video in Power Point
- data projector
- overhead projector
- VHS
- DVD
- other video requested
(enter specifics below)

Sound

- lectern mic _____
- handheld wired mic _____
- handheld wireless mic _____
- lapel mic _____
- CD/tape player
- piano
- other audio requested
(enter specifics below)

Specific instructions and/or additional needs: