



Programming and Event Checklist

Check university calendars for conflicting events when selecting the event date.

- www.wichita.edu
www.goshockers.com

Event Name/Title: _____

Time: _____ Date: _____

VENUE

RSC EVENT SERVICES (978-3475)

RSC Reservations reserves venues in the following locations: Rhatigan Student Center, Marcus Welcome Center, campus lecture halls, classrooms, CAC Theater, Grace Memorial Chapel and outdoor spaces.

METROPOLITAN COMPLEX RESERVATIONS (978-3258)

SELECTED VENUE

Selected Venue: _____

Selected Venue Room #: _____

Venue Confirmed: _____ Venue Confirmation #: _____

Venue access begins: _____

Venue access ends: _____

EXECUTIVE ADMINISTRATION CALENDARS

NOTE: Confirm availability with administrative assistants.

Bardo ___ Muma ___ Golling ___ Tomblin ___

Utash ___ Heldman ___ Fleming-Randle ___ Hall ___

Moses ___ Schlapp ___ Boatright ___

***King ___ NAC ___ BOT ___ BOD ___ BOR ___

Others: _____

EVENT INVITATION

Invitation Components: Invitation _____ Reply Card _____
Reply Env. _____ Mailing Env. _____ Other _____
Quantity _____
To Design: _____ To Printer: _____ Delivery: _____
List Finalized* _____ Invitation mailed: _____ RSVP Date: _____
Enclosures Campus Map/Directions _____ Other _____

**NOTE: Use the invitation distribution list as a guide.*

EVENT PROGRAM/AGENDA

To Design: _____ To Printer: _____ Delivery: _____
Emcee: _____
Remarks: _____
Remarks: _____
Remarks: _____
Remarks: _____
Remarks: _____
NOTES: _____

NAMETAGS

Yes _____ No _____
RSVP list to be provided by _____
Nametags to be produced by _____

PARKING RESERVATION (www.wichita.edu/police; 978-3450)

Parking Lot Number(s): _____
Start: _____ End: _____
VIP Guest list forwarded _____

SHUTTLES (Ellen Abbey, 978-5864)

Shuttles run 7:30 a.m. to 10 p.m. when classes are in session.
Will shuttles be available during the scheduled event? Yes _____ No _____

Notes: _____

RISK ASSESSMENT (www.wichita.edu/police; 978-3450)

Do any of the following apply to the event?

- Cash handling _____
- Controversial subject matter _____
- Controversial speaker _____
- High volume attendance _____

DINING SERVICES (Shared.WSUCatering@compass-usa.com; 978-5863)

Tentative Guarantee: _____ Final Guarantee: _____

Room set up by: _____ Event Start: _____

Serve: _____ Event End: _____

Menu: _____

Banquet Rounds: _____

Linens: _____

Buffet: _____

Linens: _____

Additional Catering Notes: _____

PHOTOGRAPHY

Photographer: _____

Telephone: _____

Arrival _____ Start _____ End _____

Additional Notes: _____

ENTERTAINMENT

Entertainer: _____

Telephone: _____

Arrival _____ Start _____ End _____

Additional Notes: _____

PERF. FACILITIES (978-3188)

Lectern w/mic _____ Media link _____

Additional Notes: _____

MEDIA RESOURCES CENTER (978-3588)

Screen _____ Laptop _____ Projector _____

Video Services _____

Additional Notes: _____

ADDITIONAL EVENT NOTES: