



Ursinus College

Event Planning Checklist

This form is a tool for you to print out or download where you can track and organize your event planning needs.

Event Information:

Event Name: _____

Event Date: _____

Event Location: _____

Day-of Event Contact: _____

Space Request Submitted On: _____

Space Confirmation Received On: _____

Resources: *All requests MUST be placed a minimum of 2 weeks prior to event date*

Questions on what each resource offers? See our resource guide on page 2!

Does this event require catering? YES NO

Catering Request Submitted On: _____

Does this event require technical support? YES NO

Event Technology Request Submitted On: _____

Tech Support Request Submitted On: _____

Does this event require facilities services support? YES NO

Facilities Services Request Submitted On: _____

Marketing/Promotion:

Posted to events calendar? YES NO

Do I need to make a TV slide? YES NO

Do I need flyers? YES NO

PLEASE NOTE: A skilled and resourceful team of Ursinus staff is waiting to help you set the stage for a successful event. Place your requests **a minimum of 2-3 weeks** in advance to make sure resources and staff are available.

Department	Provided Resources	Contact Name	Submit Requests to Contact Email
Facilities Services	<ul style="list-style-type: none"> • Tables (banquet and round) • Chairs • Wooden podiums & lecterns • Trash cans • Easels • Temperature control for spaces • Swipe access for spaces • Oversees cleaning services 	Liz Robb	lrobb@ursinus.edu
Cleaning Services	<ul style="list-style-type: none"> • Trash can liners • Trash pick-up • Additional cleaning 	Marte Smith	Cleaningconcerns@ursinus.edu
Event Technology	<ul style="list-style-type: none"> • Pop-up projector • Portable speakers • Clear Plexiglas podium • Podium banners • Branded step and repeat banners • Portable TV monitors • Handheld microphones • Lavalier microphones • Video recording • Outdoor movie set ups • Student Event Technician coverage 	James Futter & Sue Ragusa	eventtechnology@ursinus.edu
Tech Support	<ul style="list-style-type: none"> • Poster printing • Conference call phones & support • Classroom Technology Support • Adapters • Loaner Laptops • Software management & support (i.e. Zoom, Teams) 	Tech Support Staff	techsupport@ursinus.edu
Catering	<ul style="list-style-type: none"> • Food • Beverages • Bar services • Food table & chair orders • Linens 	Liz Pellegrino	epellegrino@ursinus.edu
Campus Safety	<ul style="list-style-type: none"> • Parking • GEM car/golf cart escorts • Locking and unlocking classrooms 	Campus Safety Officers	Campussafety@ursinus.edu