Guest Event Worksheet
(this is intended to help you cover every aspect of your event. While it will help you as we put the event together, we do not need a copy)

Date(s) of my event: _______________________
Is this date flexible? Yes or No

Times:_______________________________________

Does this include any meal times?

How many people (maximum)? _______________

What kind of seating will I need?

Flexible arrangement

Technology needs:
Some examples (please note that any equipment needs that are not in your room of choice cannot be provided by the seminary)

- Projector/Screen
- Microphone(s)/audio system
- Video

What meals/snacks/beverages should I consider providing or arranging? What do I like on the menus?

Checklist

☐ Completed Event Request form.
  ○ Room(s) assigned:

_______________________________________
_______________________________________

☐ Confirmed Technology needs/support
  ○ Seminary will provide
    - __________________
    - __________________
    - __________________
    - __________________
  ○ I need to bring my own
    - __________________
    - __________________
    - __________________

☐ Contacted Kitchen for catering needs

☐ Confirmed budget/payment options

☐ Paid necessary deposits

☐ Returned signed contract

☐ 30 days in advance:
  ○ Confirm menu

☐ 21 days in advance:
  ○ Reach out to guests: parking, rsvps, special needs, etc

☐ 14 days in advance:
  ○ Confirm tech and set-up

☐ 7 days in advance:
  ○ Finalize counts and specific timing