


USF Special Event Services Worksheet

			
		Name of Event:	
		Date of Event:	
	<b>Yes</b>	<b>No</b>	<b>Approx \$\$</b>
<b>Location</b>			
<b>Speaker</b>			
<i>*Backdrop / branding</i>			
<b>Audio/Video</b>			
<i>download / jump drive</i>			
<i>*DVD</i>			
<i>*Computer / laptop</i>			
<i>*wired / wireless microphone</i>			
<i>*Lavalier microphone</i>			
<i>*Special Lighting</i>			
<i>*Podium</i>			
<i>*Screens</i>			
<i>*Speakers</i>			
<i>*Plasma screens / monitors</i>			
<b>Awards to be given</b>			
<i>To whom, presented by</i>			
<b>Prizes/Giveaways</b>			
<i>What and how to distribute</i>			
<b>Theme/Colors</b>			
<i>*Linens</i>			
<i>*Props</i>			
<b>Signs/Banners</b>			
<i>*Who has signs/ banners/ branding opps</i>			
<i>*Alpha Registration</i>			
<i>*Directional</i>			
<i>*Other</i>			
<b>Linens</b>			
<i>*Table Sizes</i>			

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<i>*Linens</i>				
<i>*Toppers</i>				
<i>*Chair Covers</i>				
<i>*Napkins</i>				
<b>Flowers</b>				
<i>*Centerpieces</i>				
<i>*Buffet Tables</i>				
<i>*Bars</i>				
<i>*Podium floral</i>				
<b>Additional Décor</b>				
<i>*Stage/Podium</i>				
<i>*Lobby/Entrance</i>				
<i>*Restrooms</i>				
<b>Entertainment</b>				
<i>*Music/Band/DJ</i>				
<i>*Entertainer/Show/Speaker(s)</i>				
<i>*Background music</i>				
<b>Sponsors</b>				
<i>*Attach a list with benefits</i>				
<b>Program Book</b>				
<i>*How many</i>				
<b>Meeting Agenda</b>				
<i>*How many</i>				
<b>Invitation List</b>				
<i>*Quantity</i>				
<i>*Stamps</i>				
<i>*Labels/Hand Address</i>				
<i>*RSVP info</i>				
<b>Bar</b>				
<i>*Host/No host</i>				
<i>*Bartender/Staff serve</i>				
<i>*Non-alcoholic Offerings</i>				
<i>*Attire</i>				
<b>Catering</b>				
<i>*On-site event contact</i>				
<i>*Time of first serving</i>				

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<i>*Butler, Buffet, Sit-Down, Stations</i>				
<i>*Vegetarians, Kids, President Meals</i>				
<i>*Attire</i>				
<b>Trash Cans</b>				
<b>Restrooms</b>				
<b>Special Seating Required</b>				
<i>*name placecards</i>				
<i>*Hollow Square, U-shape, Theatre, Class</i>				
<i>*Head Table</i>				
<b>Nametags Required</b>				
<i>*pre-printed/ write there</i>				
<b>USF Ambassadors</b>				
<b>Parking</b>				
<i>*Valet Needed</i>				
<i>*President/ VIP spaces</i>				
<i>*Directional Signage</i>				
<b>Security Needed</b>				
<i>*Barricades/ Fencing</i>				
<b>Photographer</b>				
<b>Coat Check</b>				
<b>Rental Items Needed</b>				
<i>*Tables/ Type</i>				
<i>*Chairs/ Type</i>				
<i>*Linens/ Design</i>				
<i>*China/ Serving Pieces</i>				
<i>*Stage/ Podium</i>				
<i>*Tents</i>				
<i>*Heating/ Cooling</i>				
<i>*Lighting</i>				
<b>Hospitality Suite needed</b>				
<i>*overnight accommodations</i>				
<b>Transportation</b>				
<b>EBA</b>				
<b>Items to borrow from Event Office</b>				
<i>Vases</i>				
<i>Unstoppable banners</i>				

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<i>Unstoppable flag banners</i>				
<i>Table numbers / Stands</i>				
<i>Lucite frames</i>				
<i>Wooden frames</i>				
<i>Select linens</i>				
<i>Stanchions</i>				
<i>Directional signage</i>				
<i>Votive candles</i>				
<i>USF Seal for podium</i>				
<i>Pipe &amp; drape (Traditions Hall only)</i>				
<i>Lucite podium (Traditions Hall only)</i>				
<i>Uplights (Traditions Hall only)</i>				
<i>Name Tag trays</i>				