

Event Planning Worksheet

Conference Services @ the LBJ Student Center * 512-245-2264 * 512-245-1715 fax *
 Email: lbjreservations@txstate.edu * <http://www.lbjsc.txstate.edu/services/conference.html>

EVENT NAME		DATE SUBMITTED	
ORGANIZATION / DEPARTMENT			
EVENT Contact		Phone# / E-mail:	
Secondary EVENT Contact		Phone# / E-mail:	
GROUP TYPE			
		<input type="radio"/> Student Org <input type="radio"/> Department <input type="radio"/> Staff / Alumni <input type="radio"/> Off Campus Client	
EVENT DATE(S)	EVENT <u>START</u> TIME / <u>END</u> TIME	SETUP TIME (PRE-EVENT) / RESERVED END TIME (CLEAN UP)	
CATERING			
Will your event be catered? Yes / No ___ Chartwells ___ Approved Caterer (Approved list)		ESTIMATED Event ATTENDANCE # _____ Have you turned in a Food Waiver form? Yes / No (Food Waiver is <u>required</u> for ALL events with food)	
REQUESTED ROOM(S)			
<input type="radio"/> RND = Rounds <input type="radio"/> SEM = Seminar <input type="radio"/> TH = Theatre			
<input type="radio"/> Ballroom (700 TH / 350 RND) <input type="radio"/> Ballroom storage room	<input type="radio"/> Teaching Theatre (398 TH) <input type="radio"/> Amphitheatre	<input type="radio"/> 3-13.1 (RND 72p) <input type="radio"/> 3-15.1 (RND 80 / SEM 60 / TH 100)	
EVENT TYPE	Meeting / Banquet / Seminar / Workshop / Concert / Dance / Fashion Show / Job Fair		
SET-UP TYPE	Banquet (Rounds of 8) / Conference / Hollow Square / Seminar (classroom) / Theatre		
Brief Description of your event: (This section <i>must</i> be completed in order to confirm your event).			

AUDIO/VISUAL & EQUIPMENT		Other	
LCD Projector(s)	Presidential Podium	Stanchions	
Laptop (s)	Wireless Presenter	Trash Cans (Catered events)	
Screen(s)	Stage	Electrical needed –Job Fairs, Bands	
Microphones: __corded / __cordless	Stage Extensions (runway)	Special Lighting Needs?	
Lavaliere microphone	Dance Floor (30' x 30')	Decorations to hang?	
Sound Board (3+ microphones)	Piano	Pipe & Drape	
JBL Speakers / Sound System	Directional Arrow(s)		
Will alcohol be served? YES NO Have you turned in an Alcoholic Beverage Activity form? YES NO			
Is Sponsor charging Entry Fee for event?		YES NO	
Is event open to anyone (off campus students, public, etc.)		YES NO	
Will an Advisor attend the event?		YES NO	
Is Security required for event? (Concludes after 11PM, 400+ guests, alcoholic beverages served)		YES NO	
Type of entertainment, if any? Describe:			