

Saint Mary Event Checklist

Submit to Liz Zaglauer 72 hours prior to Event

Name of Event _____
Space being used _____ Number of people _____
Date of Event _____ Required set up time _____
What time will event be over? _____
Person Responsible _____
Phone number _____ Ext. _____ Email _____
Mass Set up _____ Assembly Set up _____ Dinner/Reception set up _____
Special Set up _____ (Drawing on back of this form)
Fair/Expo Set up _____
What is needed for event?
Number of round tables _____ Number of rectangle Tables _____
Number of chairs with tables _____ Chairs _____
Number of projects to be displayed _____
Platforms _____
Microphones _____ Wireless _____ Corded _____ Total Needed _____
Podium w/ Microphone _____ Smart Board _____
Projector _____ Screen _____
Risers _____ Grand Piano _____
Extension Cords _____ Coffee Urns _____ Easels _____
Flip Chart _____
Sound System _____ Arrow Signs _____
Scorebaord _____
Chalkboard _____
Use of Commercial Kitchen _____
Use of Refrigerator _____ Other _____

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