

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 _____

Scoreboard _____

Chalkboard _____

Use of Commercial Kitchen _____

Use of Refrigerator _____ Other _____

Liz Zaglauer

Facilities Administrator

Ext 252.....liz@smcr.org

liz@smcr.org