

SPECIAL EVENT CHECK LIST

(Print this form, use it for scheduling your event and for your records)

Event name	Event Date

Important Notes to Remember

Location Scheduling Contact Information	Contact
Bauer Board Room, Presidents Library	Teresa Hidalgo x72275
McKenna Auditorium, Heggblade Conference Rooms	Kate Fairley x18114
Seaman Hall 105 & 106, Adams Hall 107	Patrice Tonnis x78098
Marian Miner Cook Athenaeum – Athenaeum Suites	Lydia Aguiar x18245
Classrooms and all other locations, except those listed above, contact Facilities	Facilities x18112

Services Check List

Administrative Services	
Contact Name:	Date:
<input type="checkbox"/> Unlocking doors, stairwells and elevators (lock when completed)	
<input type="checkbox"/> Schedule Heating and Air Conditioning Changes	
<input type="checkbox"/> Restroom availability and unlocking (lock when completed)	
<input type="checkbox"/> Table, chairs and table covering (Room layout)	
<input type="checkbox"/> Hang Banners	
<input type="checkbox"/> Plants for stage	
<input type="checkbox"/> Supply special podium, stage and risers	
<input type="checkbox"/> Outdoor tents	
<input type="checkbox"/> Overflow seating locations	
<input type="checkbox"/> Trash receptacles	
<input type="checkbox"/> Outdoor facilities requested	

Information Technology Services (Help Desk) – x70911	
Contact Name:	Date:
<input type="checkbox"/> Web broadcasting	
<input type="checkbox"/> Video conferencing	
<input type="checkbox"/> Internet Access	

Media Technology Services (Help Desk) – x70911	
Contact Name:	Date:
<input type="checkbox"/> Display Equipment (Overhead, LCD, Slide Projector)	
<input type="checkbox"/> Microphone (Podium, table top, lectern or tall stand)	
<input type="checkbox"/> Media Sources (VCR, DVD, etc.)	
<input type="checkbox"/> Laser Pointer	
<input type="checkbox"/> Overflow audio video support	
<input type="checkbox"/> Projection Screen	
<input type="checkbox"/> California and US flags	
<input type="checkbox"/> Audio or Video taping event	
<input type="checkbox"/> Telephone Conferencing	
<input type="checkbox"/> Connect to laptop* (with Audio, wireless mouse)	
*If displaying from a Media Tech computer, data must be provided at least one day in advance	

Instructional Technology and User Support Services (Help Desk) – x70911	
Contact Name:	Date:
<input type="checkbox"/> Preparation of media source materials	
<input type="checkbox"/> Laptop request**	
<input type="checkbox"/> Network Connection	
<input type="checkbox"/> Internal/External peripherals	
** Special software requests require at least one week notice	

Food Service – Collins x72883 – Hub x74082 – Ath x18244	
Contact Name:	Date:
<input type="checkbox"/> Hosting Breakfast, Lunch, Dinner or Breaks	
<input type="checkbox"/> Hot and Cold Beverages	
<input type="checkbox"/> Water service for speakers	
<input type="checkbox"/> Reservations for Athenaeum suites	
<input type="checkbox"/> Level of personal services requested	
<input type="checkbox"/> Set up and take down times	

Office of Public Affairs and Communication – x18099	
Contact Name:	Date:
<input type="checkbox"/> Press release	
<input type="checkbox"/> Media Organization	
<input type="checkbox"/> Photographer and Videographer	
<input type="checkbox"/> Web content	