



EVENT CHECKLIST

- Primary contact information:**
 - **Name:** _____
 - **Phone:** _____
 - **Email:** _____

- Organization/Company:** _____

- Name of event/description:** _____

- Date & time:** _____

- Estimated # of people:** _____

- Room Selection (i.e. multi-purpose rooms, atrium, conference room):** _____

- Room set-up**
 - **Will you be using our tables (6' x 2')? If yes, please answer the questions below:** Yes
No
 - ◇ **Room arrangement- How would you like the tables arranged? (i.e. if multi-purpose room- classroom style, audience style, groups of tables, etc.)**

 - ◇ **Registration tables? Yes No**
 - **How many?** _____ **Location?** _____

 - ◇ **Food tables? Yes No**
 - **How many?** _____ **Location?** _____

- Does your event require any technical needs? (i.e. microphones, presentation laptop, presentation clicker, etc.)**
 - **If so, list them here:**

- Will there be catering?**
 - **If so, who is the catering company:** _____



- What time will the catering company be arriving at the Hub? _____
- Will there be alcohol at the event? Yes No
 - If so, has the alcohol request form been completed and returned? Yes No
- Does your event require any additional custodial services? Yes No
- Please answer the questions below if your event is on a weekday
 - Will you need the front doors to unlock earlier than 8am? Yes No
 - ◇ If yes, what time? _____
 - Will you need the front doors to stay unlocked past 5pm? Yes No
 - ◇ If yes, until what time? _____
- Please answer the questions below if your event is on a Saturday or Sunday
 - Will you need the front doors unlocked? Yes No
 - ◇ During what time frame? _____

I have read and reviewed this TTU External Event Checklist and I attest that I have answered the questions truthfully and to the best of my ability. I understand that Hub staff is going to set up for my event based on this checklist and I must notify Hub staff if anything changes.

Hub Staff:

Print: _____

Sign: _____ Date: _____

Event Primary Contact:

Print: _____

Sign: _____ Date: _____