

## David Eccles School of Business Event & AV Work Sheet

***Please open, complete and save as a MS Word document.***

***Return no less than 5 business days prior to the event.***

Event name	
Date	
Time	
Setup time	
Location & Room(s)	
DESB Contact	Phone:
Event Contact	Phone:

Attendee count: \_\_\_\_\_

Attendee types: \_\_\_\_\_

Have rooms been reserved? ☐ Yes ☐ No ☐ Need to be ☐ Not applicable

Food: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Snacks ☐ None Alcohol: ☐ Yes ☒ No

☐ Plated ☐ Buffet ☐ Box

Tables needed? ☐ Yes ☐ No Type & count: Rounds \_\_\_\_\_ of \_\_\_\_\_ High-boy: \_\_\_\_\_ 3'x6' Service: \_\_\_\_\_

2'x8' Rectangle: \_\_\_\_\_ 30"x6' Rectangle: \_\_\_\_\_ 2'x6' Rectangle: \_\_\_\_\_ 2'x4' Rectangle: \_\_\_\_\_

Chairs needed? ☐ Yes ☐ No How many? \_\_\_\_\_ Where? \_\_\_\_\_

Easels needed? ☐ Yes ☐ No How many? \_\_\_\_\_ Where? \_\_\_\_\_

Direction sign? ☐ Yes ☐ No How many? \_\_\_\_\_ Where? \_\_\_\_\_

Coat rack? ☐ Yes ☐ No How many? \_\_\_\_\_ Where? \_\_\_\_\_

Extra trash can? ☐ Yes ☐ No How many? \_\_\_\_\_ Where? \_\_\_\_\_

**7<sup>th</sup> Floor Elevator Access after 6 PM or on weekends** ☐ Yes ☐ No what time to what time? \_\_\_\_\_

❖ *If you will need help with any of the items listed, check the help box for that item.*

Will you need a podium? ☐ Yes ☐ No

Will you need a stage / risers? ☐ Yes ☐ No If yes what size? \_\_\_\_\_

Will you need access to A/V or computers? ☐ Yes ☐ No ☐ Help

Is the speaker using a thumb drive/memory stick with the podium computer? ☐ Yes ☐ No ☐ Help

If using own computer, what type of computer will be used? Make: \_\_\_\_\_ Model: \_\_\_\_\_

If using an iPad 4 or 5, do they have a lighting connection cable? ☐ Yes ☐ No

What type of connection is being used? (VGA, HDMI, etc.) \_\_\_\_\_

Will you need a projection remote clicker? ☐ Yes ☐ No

Will you need a microphone? ☐ Yes ☐ No ☐ Help

What type of microphone? ☐ Wireless hand held? How many? \_\_\_\_\_ ☐ Wireless Lavalier? How many? \_\_\_\_\_

☐ Wired hand held? How many? \_\_\_\_\_ ☐ Microphone stands? How many? \_\_\_\_\_

Will you need additional sound systems i.e. a portable PA? ☐ Yes ☐ No Specify \_\_\_\_\_

Will you be using a ☐ projector or ☐ large screen monitor? ☐ No ☐ In-room or ☐ Portable ☐ Help

Will you need a conference speaker phone? ☐ Yes ☐ No ☐ Help

Will you need portable video conferencing? ☐ Yes ☐ No ☐ Help

Will you need web feeds: Skype, etc.? ☐ Yes ☐ No ☐ Help

Will you need videotaping? ☐ Yes ☐ No ☐ Help

Special or additional needs: