

## Step by Step UNT Event Planning Guide

Event Name:

Host Organization:

Co-Sponsor Organization (if applicable):

Purpose of Event:

Type of Event (mark all that apply):

- Party
- Social
- Speaker
- Film
- Educational
- Worship
- Fundraiser
- Recruitment
- Meeting
- Conference
- Banquet

Event Date:

- Option 1
- Option 2
- Option 3

Venue:

- Option 1
- Option 2
- Option 3

Event Start Time:

Event End Time:

Primary Contact Name:

Contact Phone Number:

Contact Email:

Budget for Event:

Expected Number of Attendees:

- On-Campus:
- Off-Campus:

Type of Attendees (mark all that apply):

UNT Student:

Other University Student:

Family Members:

Minors:

Community Members:

Friends of UNT Students:

Food and Drink:

Will you be serving food?

If so, what type?

From where?

Will you be serving drink?

If so, what type?

From where?

Will alcohol be present?

Open bar

Cash bar

Facility Needs:

Seating Options (mark all that apply):

Rounds (6, 8, 10, 12)

Classroom style

Board room style

Theatre style

Panel (seating on stage)

Catwalk

Conversation style (high top or low top tables)

Catering/Drink Tables

Registration tables

Room Set Up (mark all that apply):

Dance floor

Lecture/Podium

Stage/Stairs

UNT Backdrop

AV Needs (mark all that apply):

Sound System

Laptop/projector

Screen

Audio/Visual

Dance floor lighting

Microphones

**\*\*Please attach a sketch of the room layout\*\***

Registration (mark all that apply):

- No registration needed
- Registration Website/Event Link
- Registration Contact
- On-Site Registration

RSVP Deadline (if applicable):

Promotional Materials (mark all that apply):

- Social Media
- Word of Mouth
- Flyers/Lawn signs
- Press Release
- UNT Event Calendar
- Professors/Blackboard

**\*\*Please attach a copy of promotional materials for review of the language\*\***

Entertainment (mark all that apply, if applicable):

- Speeches
- Live Music
- DJ
- Background Music
- Performances
- Awards
- Lecture
- Dancing

How are you running the check in table (if applicable):

Event Schedule (please submit the agenda for this event):

Communication Timeline to Consider:

	Deadline/Send Date	Proof Needed	Send to Printer by	Actual Sent date
Overall Design				
Save the Date				
Formal Invite				
Reminder Email				
Final details				
Thank You Email				

Additional Needs/Requests: