

**Marian University Event Planning
Checklist Form**

Event Information:

Preferred Date ___/___/___ Event Time: _____ Number of Guests: _____

Room Reservations:

Facilities Being Requested: _____

- Reserve space with Room Reservations.*

Operations:

What are your set up needs? _____

Number of tables: _____

Number of chairs: _____

Trash bins: Yes or No

- Submit your work order to campus operations. Even if you don't need specific set up, please inform Campus Operations of your event.*

Catering Needs:

Budget: _____

Options (select one):

___ Plated

___ Buffet

___ Stations

___ Boxed Lunches

___ Plastic ware

___ China

Dietary/Allergy Restrictions: _____

Linens: Yes or No

- Linens count should correlate with table set up for Campus Operations. Final guarantee due 7 days prior. Late bookings are subject to additional fees. You will need to get a PO for catering prior to the event.*
- Submit order for catering via <https://mariancatering.catertrax.com/>*

Alcohol:

Do you plan to serve alcohol: Yes or No

If yes, please read Marian University's alcohol policy before proceeding.

<https://www.marian.edu/conference-and-events/catering-and-dining-services>

If yes, select:

Beer and Wine

Full Bar

- Please contact Katie Smith, krsmith@marian.edu, to submit alcohol request form. All events with alcohol require MUPD. Please submit MUPD request.*

IT/AV Needs:

- Place IT order immediately after receiving confirmation of university space. IT orders should be placed no later than 14 days prior to any event.*

Do you have audio/visual needs: Yes or No

Podium: Yes or No

Sound System: Yes or No

Monitors: Yes or No

Security and Parking:

To reserve parking spaces, traffic directing, and officer presence please contact MUPD.

Marketing Communications:

For all event promotions, photography, signage, etc. please contact MARCOM.

Business Office:

For all cash box requests, electronic payment methods, PO numbers, bar bills, and Campus Operations fees please contact the Business Office.

For more detailed instructions, please see the Event Planning Manual Guide.