

URSE SPECIAL EVENT  
SERVICES WORKSHEET

Name of Event:				
Date of Event:				
	<b>Yes</b>	<b>No</b>	<b>Details/Contacts:</b>	<b>Approx \$\$</b>
<b>Location</b>				
<b>Speaker</b>				
<i>*Backdrop?</i>				
<b>Audio/Video</b>			Please contact Christina Foster ext. 4790 for an audiovisual orientation	
<i>* Wireless mouse or keyboard</i>				
<i>*VHS</i>				
<i>*DVD</i>				
<i>*Computer</i>				
<i>*Easels and flipchart paper</i>				
<i>*Slides</i>				
<i>*Overhead</i>			Call Media Services for Information	
<i>*Special Lighting</i>				
<i>*Podium</i>				
<i>*Screens</i>				
<i>*Speakers/Mic</i>			Podium, lapel, handheld or 4 table microphones	
<i>*Blinds both dark and sunblocking</i>				
<b>Signs/Banners</b>				
<i>*Who has signs/banners</i>				
<i>*Directional</i>				
<i>*Other</i>				
<b>Linens</b>			Please contact Lisa Richardson from ARAMARK ext 4204	
<i>*Table Sizes</i>				
<i>*Skirting</i>				
<i>*Toppers</i>				
<i>*Chair Covers</i>				
<i>*Napkins</i>				
<b>Flowers</b>				
<i>*Centerpieces</i>				
<i>*Buffet Tables</i>				
<i>*Bars</i>				
<i>*Podium floral</i>				
<b>Additional Décor</b>				
<i>*Stage/Podium</i>			Always in room.	
<i>*Lobby/Entrance</i>				
<b>Entertainment</b>				
<i>*Music</i>				
<i>*Entertainer/Show/Speaker(s)</i>				
<i>*Background music</i>				
<b>Sponsors</b>				
<b>Program Book/Brochure</b>				
<i>*Publication timeline</i>				
<i>*Mailing list</i>				
<i>*Bulk vs First Class</i>				
<i>*How many</i>				
<b>Meeting Agenda</b>				
<i>*How many</i>				
<b>Invitation List</b>				
<i>*Quantity</i>				
<i>*Labels/Hand Address</i>				
<i>*RSVP info</i>				
<b>Bar</b>			Licensed and insured vendor to be approved by the Department of Conferences ext 5960	
<i>*License/Permit</i>				
<i>*Open/Cash</i>				
<i>*Bartender/Staff serve</i>				
<i>*Non-alcoholic Offerings</i>				

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	Yes	No	Details/Contacts:	Approx \$\$
<b>Catering</b>			Licensed and insured caterer to be approved by the Department of Conferences ext 5960	
<i>*On-site event contact</i>				
<i>*Time of first serving</i>				
<i>*Butler, Buffet, Sit-Down, Stations</i>				
<i>*Special Dietary Needs</i>				
<b>Trash Cans</b>			Facilities Maintenance work order required (what do these two mean?)	
<b>Restrooms</b>			Facilities Maintenance work order required	
<b>Room Set Up and Special Seating</b>				
<i>*name placecards</i>				
<i>*Round tables with chairs - 120 max</i>				
<i>*Classroom - 100 max</i>				
<i>*Theatre style - 150 max</i>				
<i>*U- shape</i>				
<i>*Board Room</i>				
<i>*Hollow Square</i>				
<i>*Head Table</i>				
<i>*extra tables for registration/displays/handouts</i>			Please advise: Banquet tables are older, worn and may require tablecloths. Tablecloths can be rented through ARAMARK ext 4204.	
<b>Nametags Required</b>				
<i>*pre-printed/write there</i>				
<b>Parking</b>				
<i>*President/VIP spaces</i>				
<i>*Directional Signage</i>				
<b>Security Needed</b>			Security is required during library non operating hours. Contact USM Police for security ext 4699.	
<i>*Barricades/Fencing</i>				
<b>Photographer</b>				
<b>Coat Rack</b>			Facilities Maintenance work order required (this is actually stored in closet)	