

Large Events Meeting Worksheet

Club Name*:	Name of Event*:	
Date of Event*:	Event Location*:	
Event Details		
<i>Time of Event</i>		
Reservation Time:	Event Begins/Doors Open*:	
Set up time:	Event Ends/Clean up:	
Other Needs		
Estimated Attendance*:		
Security Needs: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Target Audience*:		
Tables : _____ Round _____ Banquet _____ Rectangle		
Chairs : _____	Tickets : _____ tickets	Staging: _____ pieces
Media (Circle Needs)		
Projector	Sound System	Speakers
Power Supply	Microphones	Podium
Other:		
Food*:		
<small>(Refer to www.westwindcatering.com for price quotes)</small>		
<u>Description of Event*:</u>	<u>Other:</u>	

Event Contact Info* (Student Name & WCSU E-Mail):

*Items needed to be completed BEFORE the Large Events Committee meeting.