

Event Production Plan|

General Information

- Event Organizer/Contact Name:
- Budget Center:
- Type of Event:
- Audience:
- Expected Attendance:
- IAS Venue(s) being used:
- Is your event open to the public?
- Is this a recurring event?

Event Schedule |

Event Logistics

Dining Services *(please submit catering request form)*

- **Meeting Catering (in-room set-up)**
Continental Breakfast, Lunch, Coffee/Tea, etc.
- **Servery (guests through the line)**
 - Continental breakfast through the servery
 - Lunch through the servery
 - Dinner through servery

- Coffee Break in Fuld Hall
- Afternoon Tea in Fuld Hall

- **Special Events (receptions, private dinners, etc.)**
Receptions, private dinners, etc.
Please write your event needs in the box below:

Facilities

- Special equipment needed
 - Rolling black board(s)
 - Coat rack(s)
 - Registration/sign in table(s)
 - Bar(s)
 - Electrical cords and surge protectors
- Move furniture **include description below*
- Transport items **describe items and from/to location below*
- Set out trash cans with liners
- Open doors/gates
- Ensure walkways are free of debris
- Set out directional signage **please provide printed signs for sign stands*
- Description and additional requests:

Custodial

- Make sure bathrooms are cleaned and stocked
- Please vacuum
- Remove trash

- Polish stage floor in Wolfensohn Hall
- Clean room post-event
- Description and additional requests:

Public Safety

- Unlock building doors
- Unlock rooms in building
- Please ensure that the elevator is operable for access in the Dining Hall
- I will need transportation for this event **please submit transportation request form*
- This event is outside of 9 a.m. – 5 p.m. business hours and by checking this box I am asking that Public Safety be notified about this event
- Description and additional requests:

Media Technology Services

- Hybrid format (via Zoom)
- Podium
- Number of Presenters:
- Support for PPT, PDF, Keynote, etc.
- Recording
- Live-streaming
- Descriptions and additional requests:

Events Office Support

- Create promotional electronic poster and/or printed poster
- Distribute promotional materials
- Conference badges
- Printed event materials: programs, place cards, menu cards, table numbers, seating lists
- Outside catering arrangements
- Event staffing
- Township permit assistance
- Descriptions and additional requests:

Accommodations

- Participants will be staying in IAS STAH for this event
- Participants will be staying off-campus

Outside Vendors

- Outside catering
- Tent
- Rentals
- Entertainment
- Florist
- Food Truck
- Please list vendors below: