

Event plan due by: _____

Large Event Checklist Ballroom, Theater

Event Name		Location	
Date		Time	

Please provide an event plan to the Russell House at least 15 business days prior to the event. Included in the event plan should be the answers to the questions below.

Equipment Needs	<p>? What is needed? Chairs, tables, stage, podium, easel, etc.</p> <p>? How do you want the equipment arranged? (ex: lecture style, banquet style, etc.)</p>	
AV Needs	<p>? Has it been explained what house sound entails/ what it does not?</p> <p>? Is there a need special effect? lighting/spotlights/DJ Booth</p> <p>? Will you be needing an overhead projector, LCD projector, film projector, CD player, additional microphones, etc.?</p>	
Serving Food	<p>? Carolina Catering?</p> <p>? Off-campus caterer? Are they on the list? – Refer to policy BUSA 1.03 and STAF 3.27.</p> <p>? Serving alcohol- Event Registration Form is needed.</p> <p>? Will you need tables for your food? Do you want those tables skirted?</p>	
Staffing plans	<p>? Sponsor's staffing plans (check in table, use counter, \$\$ handling)</p> <p>? Will the advisor be present?</p> <p>! Remember, your event may require security at your expense. Security decisions are made per RHUU and Campus police review.</p>	
Fundraising Ticket Sales	<p>? What is the plan?</p> <p>? Is a cash box and/or change fund needed?</p> <p>? Where are the proceeds going?</p>	

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Extra Labor/Extended Hours	<p>? Does the facility need to be reserved the night before or morning after for set up or tear down?</p>	<div></div> <div></div> <div></div>
Off-Campus Speaker, Vendor, or Performer	<p>① Name, address, phone number, and topic for each performer.</p>	<div></div> <div></div> <div></div> <div></div> <div></div>
Decorations plans	<p>① No candles or glitter.</p>	<div></div> <div></div> <div></div> <div></div>
Signage plans	<p>① No taping or hanging from walls or furniture. ? Do you need sign stanchions? ? Has it been made clear that they must make poster size signs for the metal stanchion? ? Is there a banner that needs to be hung?</p>	<div></div> <div></div> <div></div> <div></div> <div></div>
Other logistics	<p>? Are dressing rooms needed? ? What are the load-in/ load-out plans? ? Anything else? ? Door will open at what time? ? The event will start at what time?</p>	<div></div> <div></div> <div></div> <div></div> <div></div>

POLICIES RELATING TO THE RUSSELL HOUSE UNIVERSITY UNION
<http://www.sa.sc.edu/rhuu/russellhouse/policies.asp>

- [STAF 3.02](#) University Policy and Guidelines on the Use of Alcohol by Students
- [STAF 3.11](#) Posting Promotional Material, Including Banners
- [STAF 3.12](#) Off-Campus Speakers
- [STAF 3.17](#) Campus Solicitation
- [STAF 3.18](#) Drug Policy For University Students
- [STAF 3.22](#) Fund Raising by Student Organizations
- [STAF 3.23](#) Outdoor Event Registration
- [STAF 3.25](#) Use of University Facilities
- [STAF 3.27](#) Russell House University Union Catering Policy
- [BUSA 1.03](#) Catering for Student Organizations