

Seton Hall University Events Checklist

Event: _____ **Date:** ____/____/____ **Day:** Mon Tue Wed Thu Fri Sat Sun **Time:** _____

Contact: _____ **Dept:** _____ **Phone:** _____ **Fax:** _____

Account Manager _____ **Event Report Sent** ____/____

Rooms Reserved	Date/Time Reserved	Call	Email	Form	Confirm
_____	_____	___/___	___/___	___/___	___/___
_____	_____	___/___	___/___	___/___	___/___
_____	_____	___/___	___/___	___/___	___/___
_____	_____	___/___	___/___	___/___	___/___
_____	_____	___/___	___/___	___/___	___/___

Security Request	Time	Email	Confirm	Notes
_____	_____	___/___	___/___	_____
_____	_____	___/___	___/___	_____

Physical Plant (support/moves)	Deliver	Pick-up	Fax	Confirm	Notes
_____	_____	_____	___/___	___/___	_____
_____	_____	_____	___/___	___/___	_____
_____	_____	_____	___/___	___/___	_____
_____	_____	_____	___/___	___/___	_____

Sound System	Leone	Media Center	Fax	Confirm	Notes
_____	_____	_____	___/___	___/___	_____
_____	_____	_____	___/___	___/___	_____

Rentals	Fax	Confirm	Notes
_____	___/___	___/___	_____
_____	___/___	___/___	_____

Gourmet Dining (orders)

Form #

Fax

Interoffice

Confirm

___/___
___/___
___/___
___/___
___/___

___/___
___/___
___/___
___/___
___/___

___/___
___/___
___/___
___/___
___/___

Housekeeping

Email

Confirm

Notes

___/___

___/___

Flowers/Decorations

Delivery Times

Fax

Confirm

Notes

___/___
___/___

___/___
___/___

Signage

Vendor

Media Center

Request

Confirm

Date Ready

___/___
___/___

___/___
___/___

___/___
___/___

Menu Cards/Programs

Responsible

Request

Confirm

Date Ready

___/___
___/___

___/___
___/___

___/___
___/___

Miscellaneous

Request

Confirm

Things to remember

___/___
___/___
___/___
___/___
___/___
___/___
___/___
___/___

___/___
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___/___

