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# Event Checklist

- Choose the date, location and time of the event.
- Check availability of desired location and reserve location.
- Choose and reserve rain location if event is outdoors.
- Determine who will pay for the event. Obtain account number and/or billing address.
- Determine the food budget.
- Is the event formal or informal?
- Determine what type of service best suits your needs: Buffet service, served meal, reception style, etc
- Make plans for handling RSVP's from guests. Be sure to give guests enough time to plan to attend and respond.
- Decide upon table centerpieces, candles or other decorations and make arrangements for removal of special decorations.
- Will you need a head table? Who will sit at the head table?
- Have you considered special needs such as a podium, microphone, staging, special lighting, etc  
Please contact your event facility manager.
- Will you need a table for awards, gifts, a presentation or display?
- Will you need to order coat racks?
- Will you assign seating? Will you use place cards at an escort table or will someone be appointed to direct guests to their tables?
- Will you need to place programs or favors at each place setting? Who will be responsible?
- How much time have you allowed for the meal? For the program?
- Will you need to include a map with directions in your invitation?
- Where will guests park?
- Plan your menu at least two weeks in advance of the event.
- Is alcohol being served?
- Confirm table set up and final guest count with Campus Catering at least three business days before your event.

Please call the UNCW Facilities Use Manager (910-962- 3011) for information about using space on the UNCW campus for your event. The Facilities Use Manager will also answer your questions about special equipment.