**EVENT NAME**

**DATE**

**TIME**

**EVENT CONTACT/PROGRAM SPONSORS**

**BUDGET CODE**

**ROOM CHECKLIST**

1. Event Room:
2. Room confirmation number:
3. Overflow room (if needed):
4. Kitchen/Coatroom reserved (if needed):
5. Security:
   1. Alcohol served
   2. Scheduled, description:
6. Housekeeping:
7. Catering:
   1. Name:
   2. Type/Quantity:
   3. Additional Rentals (tables, linens, centerpieces) :
8. Additional Furniture Rental (chairs for speaker, table for water, registration table)
   1. Vendor:
   2. Rental description:
9. Vendors confirmed with Wharton Operations:
10. Catering/Room confirmed with Program Sponsors:
11. Stage description:

**NOTES:**

**TECH CHECKLIST**

1. Tech reserved
   1. Name:
   2. Contact:
   3. Set up type (circle one) SET UP BEFORE / IN ROOM / STAY FOR DURATION
   4. Tech arrival/departure time:
2. Microphones:
   1. Podium mic:
   2. Lavalier mic (#)
   3. Hand-held mic (3)
3. Video Recording
   1. In-room, in-room operated, outside vendor:
4. Simulcast
   1. YES/NO
   2. Simulcast/Overflow room:
5. Additional AV Needs description:
6. Other:

**NOTES:**