**Event Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**   
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Date(s) of Event**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hours of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Event**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Open to the public or entire campus?** \_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Attendees** \_\_\_\_\_\_\_\_\_

Budget

International Reimbursement

Income  
Registration Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Sponsors Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenses

Chartstring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Galcier necessary?  
 Complete all 4 pieces of paperwork  
 Copy Traveler Documents  
 Travel Reimbursement  
 Submit Reimbursement

Catering and Vendor

Room Planninglanning

Check EMS  
 Room Reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Room Rental (Offsite) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Needs Approval by Risk Management ?

Registration and Publicity

Website Conference Page   
 Berkeley Law Calendar  
 UCB Calendar  
 E-Blasts  
 Email to All-Boalt  
 Wufoo or Regonline  
 Confirm test page with Business Services

Special Requirements

International Reimbursement

Select Caterer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Menu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 Final Headcount & Details

**Breakfast (Yes / No)**  
 **Lunch (Yes / No)**  
 **Dinner (Yes/No)**  
 **Reception (Yes/No)**  
 Alcohol (Yes/No)  
 Alcohol Permit Submitted? (Yes/No)

Approved? (Yes/No)

Who attends reception? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Media Services

Media Request by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Screen and Projector  
 Laptop  
 Conference Phone  
 Cordless Microphones: # \_\_\_\_\_\_  
 Panel Microphones : # \_\_\_\_\_\_  
 Podium Microphone  
 Audio Recording  
 Video Recording  
 Other

Facilities

Building Request by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Podium  
 Registration Table and Chair  
 Rectangular Tables: # \_\_\_\_\_\_  
 Chairs: # \_\_\_\_\_\_  
 Whiteboard  
 Easels  
 Garbage Cans: # \_\_\_\_\_\_  
 Panel: Number of People \_\_\_\_\_\_

Special Requirements

Facilities Services

Logistics and Materials (cont.)

Logistics and Materials

Email Invitations  
 Air Tickets \_\_\_\_\_\_\_\_\_\_\_\_  
 Hotel Rooms \_\_\_\_\_\_\_\_\_\_\_\_  
 Hotel Blocks \_\_\_\_\_\_\_\_\_\_\_\_  
 Contract Approved by Risk Management   
 Car Transportation \_\_\_\_\_\_\_\_\_\_\_\_  
 Shuttle \_\_\_\_\_\_\_\_\_\_\_\_  
 Driving Directions  
 Directional Signage  
 Restroom Signage  
 Countdown Signage  
 Agenda / Program  
 C Permits \_\_\_\_\_\_\_\_\_\_\_\_  
 F Permits \_\_\_\_\_\_\_\_\_\_\_\_  
 Consent Release Form  
 Photographer  
 Flyers  
 Speaker Bios  
 Conference Material  
 Name Tags for Speakers  
 Name Tags for RSVP list  
 Table Tents  
 Attendees List  
 Sign-In Sheet  
 Wireless Accounts \_\_\_\_\_\_\_\_\_\_\_\_  
 Law School Banner  
 Determine amount of MCLE credit  
 MCLE Registration, Certificate, & Evaluation  
 Survey  
 Order Supplies  
 Camera

Linens  
 Centerpieces  
 Bartender   
 Babysitters  
 Musical Instruments  
 Holiday Gifts  
 Berkeley Law Gift Items  
 Decorations  
 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_