**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[ ]

[x]  [ ]  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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]