

EVENT PLANNING FORM

Please fully complete this form and return it to Aneta Biernat, Dean's Office (Fax 617-573-8704) or abiernat@suffolk.edu at least 60 days in advance.

Name _____
 Dept. _____
 Ext. _____ Date _____

Budget Limit _____
 Budget Line # _____
 Dean McEwen's Approval _____

GENERAL INFORMATION

Name of Event _____

 Type _____
 Purpose _____
 Date(s) _____
 Start Time _____ End Time _____
 Contact Name _____
 Phone _____
 Email _____
 Preferred Venue(s) _____

 Who is invited? (*general type*) _____

 Number of people invited _____
 Speaker(s) yes __ no __
 Name(s) _____
 Title(s) _____
 Format *Breakout sessions* yes __ no __

Number of meeting rooms needed _____

PROMOTION/PR

Printed Materials yes __ no __
Details _____

 On-line Registration yes __ no __
 (*Email content to abiernat@suffolk.edu*)
 Advertising

 Admission Charged? yes __ no __ Price: \$ _____
 RSVP yes __ no __
Person responsible _____

ROOM SET-UP

Table/Chair Set-Up (*check appropriate*)
 Hollow Square Banquet w/Tables Theatre
 Classroom U-Shape Special
Specifications _____

NOTE: Above event information will be posted on the Suffolk Business School Website Calendar.

FOOD & BEVERAGE

In-house catering yes __ no __

Outside catering yes __ no __

Restaurant dining yes __ no __

Breakfast yes __ no __ (continental, full, etc.)

Lunch yes __ no __ (buffet, plated, etc.)

Dinner yes __ no __ (Hors d'Oeuvres, buffet, plated, etc.)

Alcohol yes __ no __

Open Bar yes __ no __

Cash Bar yes __ no __

Drink Tickets yes __ no __

Details _____

OTHER

Audio/Visual yes __ no __

Details _____

Photographer yes __ no __

Videographer yes __ no __

Theme yes __ no __

Details _____

Music yes __ no __

Live band __

DJ __

CD __

Hired entertainment yes __ no __

Details _____

Gifts for attendees yes __ no __

Gifts for speaker(s) yes __ no __

Name Badges yes __ no __

Event Signage yes __ no __

Special Requirements yes __ no __

Security yes __ no __

PROGRAM AGENDA