



### Logistics Planning Form

Name of Event: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Chair(s) of Committee: \_\_\_\_\_

Members of your committee: \_\_\_\_\_

Thank you in advance for helping to make all of our events a success! Please meet with your committee to go over your logistical plan for the event. Our custodians will be on site for all the events to help setup and breakdown. If you need any assistance in the following areas below or a thought partner to help figure out the logistics please reach out to me and I am happy to help!

#### **Prep-WORK for the Event**

→ Where will your event be held? \_\_\_\_\_

If the events includes multiple areas, please indicate the timeframe for each area.  
\_\_\_\_\_

→ Do you need chairs? Y/N if yes, how many? \_\_\_\_\_

→ Do you need tables? Y/N if yes, how many? \_\_\_\_\_

→ Do you need a microphone? Y/N if yes, how many? \_\_\_\_\_

→ Do you need a projector screen set up? Y/N

→ Do you need the Tech Table Cloth set up for the event? Y/N

→ Do you need an additional sound system to play music for the event? Y/N

#### **Food/Refreshments/ Decorations**

→ Who is providing refreshments for this event? Who is responsible for organizing the refreshments? \_\_\_\_\_

→ Do you need decorations? Y/N Who will decorate for this event? \_\_\_\_\_

#### **Signage/Greeters/ Set UP/ Break Down**

→ Who are the greeters for your event? \_\_\_\_\_

→ Who will help with setup and at what time (at least 1 hour before the event)? \_\_\_\_\_

→ Who will help break down and close out the event? \_\_\_\_\_

→ Who will create the signage for your event? \_\_\_\_\_



**Printing/ Programs**

**Please send all items that need to be printed to my attention at least 48 hours before your event.**

What items do you need to print? \_\_\_\_\_ How Many copies? \_\_\_\_\_

**Please fill this form out ASAP and return to my attention so that we are prepared well in advance for all of our events. Thanks Team!**