EVENT NAME: ___________________________ E-MAIL: ________________

EVENT DATE(S): ________________ LOCATION: ___________________________

CLIENT: ___________________________ EXT: ______________ FAX: ____________

EVENT TYPE/OVERVIEW/PURPOSE:

____________________________________________________________________________________________

EVENT TIMELINE:

____________________________________________________________________________________________

ESTIMATED ATTENDANCE:

____________________________________________________________________________________________

GUEST LIST/WHO’S INVITED:

____________________________________________________________________________________________

PRESIDENT’S CALENDAR:

____________________________________________________________________________________________

TICKET/TABLE PRICES:

____________________________________________________________________________________________

BUDGET:

____________________________________________________________________________________________

BILLING CONTACT NAME:

Account #: ___________________________ Requisition #: ___________________________

AGENDA/SCRIPT:

- Who’s Writing Script?
- Program Flow
  - MC
  - Guest Speakers  #________
  - Honorees  #________
  - Voice-over Introductions?
  - Q&A?
SCHEDULE:

- Walk-Through Date?
  - Attendees
- Follow-up Meetings?
- Table Seating Meeting (Within 3 days of event)

INVITATION DESIGN/PRODUCTION:

- Quantity
- Design/Who’s Doing It?/Due Date
  - Include on invite valet parking…Attire…Enclosures…All RSVP Data
- Text/Who’s Doing It?/Due Date
- List/Labels/Who’s Doing It?/Due Date – MUST BE IN EXCEL SPREADSHEET
- Is there an ESVP?
- Drop Date
- Addressing
  - Calligraphy
  - Laser Printing
- Directional Maps
- Stuffing
- Postage
- Number of blank invitations to go back to client
- RSVPs
  - Who’s taking them?
  - Cut off Date?
USC OFFICE OF PROTOCOL AND UNIVERSITY EVENTS
EVENT BIBLE

EVENT NAME: _____________________________ E-MAIL: ______________________

EVENT DATE(S): ______________ LOCATION: ____________________________

CLIENT: _______________________________ EXT: ___________ FAX: __________

PRINTED PROGRAM:

- Design
  - Who’s Doing It?
  - Due Date
- Text
  - Who’s Writing It?
  - Due Date
- Who approves final proof?

________________________________________

CATERER:

Name: _____________________________ Primary Contact: ______________________

Cost Per Person (all inclusive): ___________________ Tasting Date: ______________

- Delivery Date & Time
- Delivery Location
- Pick-up Date & Time
- Discuss Caterer’s Rentals with Client

BAR:

Name: _____________________________ Primary Contact: ______________________

Hosted or Cash Bar: ___________________ Cost Per Person (all inclusive): ______________

- Delivery Date & Time
- Delivery Location
- Pick-up Date & Time
- Dinner Wine?
- Champagne toast?

FLORIST:
EVENT NAME: ____________________________ E-MAIL: __________________

EVENT DATE(S): ________________ LOCATION: ____________________________

CLIENT: ____________________________ EXT: ____________ FAX: ____________

Name: ___________________________________ Primary Contact: ______________________

- Delivery Date & Time
- Pick-up Date & Time
- Check-In and Cocktail pieces (+cost per unit) #________
- Centerpieces (+cost per unit) #________
- Corsages and/or Boutonnieres (+cost per unit) #________
- Buffet arrangements (+cost per unit) #________
- Stage/Podium arrangements (+cost per unit) #________
- All floral costs will also include delivery charge and tax

DÉCOR:

- Balloons
- Confetti
- Trees/Plants
- Props
- Specialty Signage
- Portrait Photos
- Podium Cover
- Drapery
- Other

PRESS:

- Time In
- Time Out
- Who will oversee check-in/information distribution?

AUDIO / VISUAL:
USC OFFICE OF PROTOCOL AND UNIVERSITY EVENTS
EVENT BIBLE

EVENT NAME: ___________________________ E-MAIL: __________________

EVENT DATE(S): ________________ LOCATION: ____________________________

CLIENT: ___________________________ EXT: __________ FAX: __________

Name:_________________________________________ Primary Contact: ____________________________

- Delivery Date & Time
- Delivery Location
- Pick-up Date & Time
- Microphones #_______ (wireless or cabled)
- Speakers #_______
- Monitors #_______
- LCD Projector and Screen
- VCR/DVD Player/CD Player/Computer
  - Format (DVD/CD/Beta SP/Mini-DV)
  - Powerpoint Presentation
- Webcast
- Other

PHOTOGRAPHER / VIDEOGRAPHER:

- Photographer
  - One Photographer / Multiple Photographers
  - Time In
  - Time Out
- CD’s or Prints
- Trojanvision or Other (add risers to rental order)
  - Time In
  - Time Out

RENTALS:
EVENT BIBLE

EVENT NAME: ___________________________________________ E-MAIL: ______________

EVENT DATE(S): ________________ LOCATION: _______________________________________

CLIENT: ___________________________________________ EXT: ______________ FAX: ________

Name:_________________________________________ Primary Contact: ____________________________

- Delivery Date & Time
- Pick-up Date & Time
- Tables
- Chairs
- Linens
- China
- Stage
- Podium
- Risers (for video, etc)
- Easels
- Lighting
- Caterer / Kitchen needs
- Screens / Partitions
- Umbrellas
- Heating/Cooling
- Tenting
- Bars
- Other

PARKING:
- Hosted or Guests pay?
- Valet
- Parking Structure or other location

PHYSICAL PLANT:

Name:_________________________________________ Primary Contact: ____________________________
USC OFFICE OF PROTOCOL AND UNIVERSITY EVENTS
EVENT BIBLE

EVENT NAME: ________________________________ E-MAIL: ________________

EVENT DATE(S): ________________ LOCATION: ________________________________

CLIENT: ________________________________ EXT: ________________ FAX: ________________

- VIP Cart
- Barricades/Fencing
- Tables
- Chairs
- Trash Cans
- Podium
- Standards
- Easels
- Chalkboard
- Flags and Finials
- Risers
- Fire Extinguishers
- Services
  - Furniture Moving
  - Pressure Wash
  - Pre-event Clean-up
  - Post-event Clean-up
  - Irrigation On/Off
  - Fountains On/Off
  - Restroom Attendant
- Other

ENTERTAINMENT/PROGRAM:

Name: ________________________________ Primary Contact: ________________________________
USC OFFICE OF PROTOCOL AND UNIVERSITY EVENTS
EVENT BIBLE

EVENT NAME: ________________________________ E-MAIL: ____________________

EVENT DATE(S): _______________ LOCATION: ________________________________

CLIENT: ________________________________ EXT: _______________ FAX: __________

- Start Time
- End Time
- Musicians
- Performers
- Trojan Marching Band (# of pieces)
- Other
- Estimated Cost

SECURITY:

- Number of Officers
- Unarmed or Armed?
- Location
- Time/Date
- Other

STAFFING:

- Check-In #_______
- Cart Driver(s) #_______
- Greeter(s) #_______
- Coat Check #_______
- Elevator #_______
- VIP Escort(s) #_______
- Runner(s) #_______

CHECK-IN:

- Nametags #_______
EVENT NAME: ____________________________  E-MAIL: __________________

EVENT DATE(S): ______________________ LOCATION: ______________________

CLIENT: _______________________________  EXT: ___________  FAX: ___________

- Place cards  #______
- Alpha List
- Seating Assignments/Table Assignments List

SIGNAGE: (Black with Red Corners / Black with Gold Corners)
- Alpha Breakdown
- Check-in
- Parking/Directional
- Tours
- Restroom
- Other

HANDOUTS /GIFTS /AWARDS:
- Guests
  - How many? _______  Cost per guest $_______
  - Who will order?
  - How will they be distributed?
- Honorees
  - How many?
  - Cost per gift
  - Who will order?
  - How to present in the program?

WALKIE TALKIES:
- Units #______  Headsets #______ (Surveillance/Ultra-Light)  Need a repeater?

NOTES: