

Event Planning Form

Organization:	Event Date:	Event Time:
Event Name:	Contact Name & Email:	

Description of Event _____

Location(s) _____

Event Host Pre-Planning Questions			
Event Details	Yes	N/A	Action Item
Will you be showing a movie or documentary?			If you selected yes, you are required purchase the proper licensing and send the confirmation email to wmpittun@pitt.edu 14 days before the event.
Does your event need extra set-up or tear down time?			If you selected yes, you will need to include your personal set-up and tear down time within your event start and end time.
Are you selling tickets or collecting cash?			If you selected yes, you are required to submit a Ticket Office Service or Cashbox request 7 days before the event date.
Will there be minors attending your event			If you selected yes, you are required to complete the event with minors process 21 days before the event. Click this link for more information. http://www.studentaffairs.pitt.edu/studentunions/events-with-minors/
Is an outside caterer providing food for your event?			If you selected yes, you are required to submit a catering exemption form 21 days before your event. Click this link for more information. https://apps.fis.pitt.edu/cateringexemption
Will be using an outside speaker, entertainer, or services for your event?			If you selected yes, you will need to submit a contract/waiver to the SORC 21 days before your event date. http://www.studentaffairs.pitt.edu/sorc/funding/contracts/



WPU Building Management Section			
Does this event require over-time trades?			
Does this event require Pitt Police?			
Do you need to contact Risk Management about this event?			

Check List

6 Weeks Before The Event			
Action Item	Completed	Not Completed/ N/A	Notes
Schedule meeting with the Assistant Manager – Night Operations and/or Technical Services Manager			
Contact Randy Schmotzer about special events furniture			
4 Weeks Before The Event			
Action Item	Completed	Not Completed/ N/A	Notes
Submit Catering Exemption			
Submit contract/contract waiver to SORC			
Met with Technical Service Manager and/or Assistant Manager- Night Operations			
Submit Nordy’s Place package request online			
2 Weeks Before The Event			
Action Item	Completed	Not Completed/ N/A	Notes
Received Catering Exemption approval email			
Confirmed set-up needs with the Reservations office			
Confirm technical services needs with the Technical Service Department			
Submitted Ticket Office Service or Cash Box Request			
Submitted Snack Approval or Donated Foods Form request online			
Event is confirmed on EMS			
1 Week Before The Event			
Action Item	Completed	Not Completed/ N/A	Notes
Received contract/contract waiver approval email from SORC			
Received Snack Approval or Nordy’s Place Package approval email			
Received technical services request approval email			