

HOW TO USE THIS FORM

Please use this form as... A planning outline

What to expect on our online consultation form

An excuse to use the printer

CNS Events Consultation Form

Please fill in the following form to help us prepare for your consultation with CNS Events.

Event Information	
Event Name	
Sponsoring Unit/Department	
College-Priority (select from list)	Advance CNS development / fundraising priorities Promote & celebrate excellence in teaching Promote & celebrate excellence in research Promote & celebrate excellence in service & outreach Promote leadership & celebrate advancement Promote CNS identity and enhance morale
Contact Information	
Name	
Email	
Phone	
Event Logistics	
Proposed Dates (indicate if firm or flexible)	
Start Time and End Time	
Estimated Guest Count	
Budget	
Account Number (don't need to list it here)	
Event Description	
Purpose of Event?	
Target Audience?	
What do you want to gain from your attendees?	
What do you want guests to take away?	
How are you promoting your event?	
By what metrics would you consider this event a success?	

Event Self-Evaluation Planning Tool

Please fill in the following form to help us assess your needs and provide guidance.

	Circle what is needed	Add specific notes, descriptions
Venue	On-campus / Off-campus Location already selected Room already selected Location being held	
Catering	Breakfast Luncheon Happy Hour Reception Dinner Plated Buffet/Stations Passed	
Beverages	Full Bar Wine/Beer Only On Consumption Drink Tickets Water Only Non-alcoholic Only Coffee Station	
AV	Sound Podium Microphone- hand/held, stand, lavalier (clip on) Screen Projector Panel set-up	
Hotel	Courtesy room block (guests book and pay on their own) Individual room reservations	
Transportation	Bussing Shuttles Flights Other	
Set up / Decor	Tables/chairs	

	Staging Podium Linens Centerpieces Other	
Entertainment	Musical entertainment Other	
Parking	Hosted parking (on-campus) Guests pay their own parking Reserve spaces at venue VIP-only parking Garage parking	
University Compliance & Forms	OOE Food Distribution Request Request to Serve Alcohol RG750 – Request to sponsor off campus guests Special Event General Liability Policy (Via UT System)	
On-Site Assistance	On-site staffing Printed signage Name Tags Take-away/Gift	
Meeting Content & Agenda <i>(Elaborate)</i>		
Invitation Management	Invitation List Save the date Digital Invites Print Invites Event Reminder RSVP List RSVP Tracking	

Miscellaneous Notes	
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