**Event Planning Questionnaire**

**Event Planning Overview.**

Dates of Event:

Date/Time:

User/Planner Contact:

Other Event organizers in attendance:

Email of User:

**Service Center:**

* Will you be needing parking for guests of your event? Have you used the Guest lot registration to arrange this?
* What time would you like access to academic buildings? Will you need access prior to what is indicated on your schedule?
* Will you need any additional space for loading/unloading?

**Facilities Services:**

* How many guests are expected to attend?
* What style of event room set up are you requesting?
* What shape & size of tables are you requesting?
* How many chairs?
* How many trash/recycle receptacles needed?
* Are you requesting custodial staff to service the event?

**Food Service:**

* What are your preliminary numbers for each meal?
* Preferred Meal times?

(we will do our best to accommodate your preferred meal times)

* Special requests/allergies?

**Catering:**

* Have you contacted Tricia Matte ([tmatte@willamette.edu](mailto:tmatte@willamette.edu), 503-370-6711)?
* Where and when will you need catering if you do?
* If you are using catering, what type of set-up would you like for each event? Will you need linens?
* Will you be serving alcohol (Alcohol request submitted?) Have you contacted Campus Safety around security needs?
* Do you care for any coffee or water during meetings?

*Preliminary counts and planning with Bon Appetit- at least two weeks prior. Confirmed numbers one week prior.*

**Technical Needs:**

* Will you have any PowerPoints or visuals which require a projector? Where?
* Will you have any events which require microphones? Where are they scheduled?
* Will you need internet access anywhere?

**Your time on campus:**

* Does we have a current schedule that covers your time here?
* Do you have specific events you would like specific set ups for?

What other requests or details would be important to know for the Service Providers for your event?