



Crossing Event Planning Checklist

Information:

Name		Phone Number	
Event Name		Event Date	
Event Time		Attendance	
Email			

Detailed description of event:

Club Name	
Club President	

Space Needed:

- The Crossing (See Layout)
- The Crossing and Games Room (See Layout)
- The Crossing and The Alumni Centre (See Layout)
- The Alumni Centre (See Layout)

Additional Equipment:

- Admission Table
- Stage
- Podium
- Other (please explain)





Audio Visual / IT Services:

- Sound / Music Equipment
- Microphone
- Projector
- Other (please explain)

Crossing Services:

- Bar Services
- Kitchen Services
- 18+ Wristbands
- Security (2 week notice required)
- Entertainment (DJ, Band, etc. 2 week notice required)
- Cash Float
- Event Tickets
- Other (please explain)

Other Information:

- Do you need to order alcohol? (2 week notice required)
- Has entertainment been contacted and secured? If yes, who is the contractor?

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- Other (please explain)