

What is the name of your event?	
What is the date of the event?	30 days
What is the event start and end time?	30 days
How many attendees are you expecting?	30 days
Do you have a room preference?	30 days
What time would you like access to the space in order to prepare?	30 days
If needed, have you scheduled a consultation / pre-event meeting?	10 business days
What are your room set-up needs? (tables, chairs) / How would you like them set-up?	10 business days
Is your requested room set-up ADA friendly (accessible to people with disabilities)?	30 days
What are your audio-visual needs? (projection, laptop)	10 business days
What are your sound needs? (# of mics, style of mics, aisle mics)	10 business days
Do you have lighting needs? (auditorium only)	15 business days
Do you need stanchions for line management?	10 business days
Will you have catering ?	5 business days
Do you need extra trash cans?	5 business days
Do you need a check-in table ?	10 business days
Will the event be ticketed?	30 days
Is this a contracted event? Is there a contract rider?	
Are you bringing in outside vendors?	
Do your outside vendors need dock access?	min. 10 business days
Are your vendors shipping items?	
Do you have a safety and emergency preparedness plan?	5 business days
Have you secured enough volunteers to assist as Crowd Managers (large events only)?	
Do you have a plan for cleaning up after the event?	5 business days