## EVENTS MEETING PREPARATION SHEET

Use this sheet as a tool to prepare for the Events Meeting. These are sample questions the Committee will typically ask to determine event approval and assess the need for services. Please review it and come prepared to answer the questions relevant to your event.

### Event Information (fill out as much as you are able)

1. **Day/Date of Event:** __________________________ **Raindate/place:** ________________
2. **Event Title:** ____________________________________________________________________
3. **Description of event:** ____________________________________________________________________
4. **Set-up Time:** __________ **Doors Open:** __________ **Event Start & End:** _________________
5. **Location:** __________________________ **Supplemental Locations:** ______________________
6. **Sponsoring Organizations:** ____________________________________________________________
7. **Primary Organizer Contact (include phone #):** ____________________________________________
8. **# RCNJ participants anticipated:** __________ **# Off-campus participants anticipated:** __________
9. **Admission Fee:** 
   - None____
   - Students____
   - Public____
   - Door____
10. **Type of set-up (equipment, tables, food, etc.):** __________________________________________
11. **Will you have food?**  
    - Yes___
    - No___
    - If yes, from where? **Dining Services**___ **external**___
12. **Will there be alcohol present?**  
    - Yes____
    - No____
13. **Will your advisor be present?**  
    - Yes____
    - No____
    - If so, how long? ___________________
14. **Where will you advertise?**  **Off campus?** ____________________________________________
15. **Do you need a tent?**  
    - Yes____
    - No____
16. **If yes, where & when?** _____________________________________________________________
17. **Who will clean up after the event?** ___________________________________________________
18. **Is water required? (outside)**  
    - Yes____
    - No____
19. **Is a generator required?**  
    - Yes____
    - No____
    - Not sure____
20. **Power requirements (electric):** ________________________________________________________
21. **Have there been incidences with this event previously?**  
    - Yes____
    - No____
22. **If yes, describe:** __________________________________________________________________
23. **Are you using an athletic field?**  
    - Yes____
    - No____
    a. **If yes, do you need the field lined?**  
       - Yes____
       - No____
    b. **Do you need any equipment?**  
       - Yes____
       - No____
24. **Are you using the Bradley Center?**  
    - Yes____
    - No____
    a. **If yes, are you having vendors?**  
       - Yes____
       - No____
    b. **Special room needed for performer?** ________________________________________________
    c. **What athletic equipment is needed for event?** ________________________________________
25. **Do you need media equipment?** (TV/VCR, microphone, screen, etc.)  
    - Yes____
    - No____
    If yes, e-mail requests to **media@ramapo.edu** 2 weeks in advance.
26. **Diagram submitted?**  
    - Yes____
    - No____

*Form filled out by ____________________________ Date ____________________________*