

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* _____