



Event Checklist

Use the following as a guide to assist you in planning your event and to prepare to reserve meeting or event space in the Campus Reservation System.

Access the Campus Reservation System (ems.drexel.edu) using your DrexelOne login credentials.

Task	Comments	Completed
Set Budget	<ul style="list-style-type: none"> Obtain quotes for all expenses, including room rental fee and personnel. Determine your income or allocated funds to support event from your budget or finance manager. 	
Research potential funding sources	<ul style="list-style-type: none"> Partner with other offices to make your event financially feasible. 	
Determine event date and time	<ul style="list-style-type: none"> Ensure hosts, VIPs and/or speakers are available for specified dates. Consult the academic (http://drexel.edu/provost/calendars/academic-calendars/) and EMSS campus calendars (http://drexel.edu/admissions/visit/), as well as religious calendars for best timing. Think of campus culture/workday schedule when selecting times. Consider an alternate date/time if the desired location is not available. 	
Select and reserve venue	<ul style="list-style-type: none"> Check availability for desired space in the https://ems.drexel.edu If your first choice is not available, view availability for alternate date/time or search the system for other spaces that can accommodate your needs. Remember to review in CRS: <ul style="list-style-type: none"> A/V capabilities for your desired space. VIP parking availability/restrictions. Maximum capacities (people). Check all campus calendars to see if other events nearby will impede your event. Building hours. Included equipment with room rental. 	
Schedule rain plan, if applicable	<ul style="list-style-type: none"> Request a rain location or date if planning an outdoor event. This can be done in CRS, booking an alternative space within your reservation. Determine who will make the rain plan call. Develop an action plan within your team to communicate changes due to inclement weather. Determine how and when you will communicate the rain location to your guests. As soon as rain plan is established, consider additional needs to accommodate the plan 	



	(i.e. different staff, vendors, rental equipment, etc.)	
Ensure inclusivity and sustainability	<ul style="list-style-type: none"> Consult the ADA's guide to Making Temporary Events Accessible to People with Disabilities found at: https://adata.org/publication/temporary-events-guide 	
Schedule planning meetings	<ul style="list-style-type: none"> Arrange to meet regularly with key players, as well as walk-through meetings with caterers/vendors/volunteers. Meet with and clarify goals with VIP's/guest's representatives. 	
Determine guest list	<ul style="list-style-type: none"> Confirm any special needs. VIP needs: escort; parking; additional Public Safety. If minors will be invited, contact the Minors Coordinator and complete all steps in the Interacting With Minors Checklist [PDF] in compliance with the Protection of Minors Policy: http://drexel.edu/publicsafety/about/policies/P-S-1/ 	
Investigate needs for special permits, licenses, insurance, etc.	<ul style="list-style-type: none"> Contact campus Public Safety, 215.895.2822 or http://drexel.edu/publicsafety/operations/Overview/ , or local authorities if you plan to have any tents, large outdoor gathering, etc. 	
Secure A/V needs for event	<ul style="list-style-type: none"> The manager of DUST (Drexel University Student Technicians) can help you determine your AV needs and how best to secure them. Contact DUST at dustttech@drexel.edu. 	
Select & book caterer	<ul style="list-style-type: none"> Chestnut Street Caterers is Drexel's preferred catering provider. Catering requests must be submitted directly through Chestnut Street Catering. Do any of your guests have dietary needs? Remember vegetarian options. Determine VIP's preferences. Will you need linens from the caterer or other rental company? Remember water for the podium and/or bottled water for guests. Consider local/sustainable options. Discuss service expectations - how many servers per table, when do you expect tables to be cleared, etc. Consider tailoring menu to VIP's/guest's interests/background. If not using Chestnut Street Caterers, apply for a Catering Exemption: http://drexel.edu/campusservices/eventConference/eventServices/departments/catering/. 	



	<ul style="list-style-type: none"> • If food or beverages are being donated, complete a Donation Request Form: http://drexel.edu/campuservices/eventConfer ence/eventServices/departments/catering/ 	
Will there be alcohol at your event?	<ul style="list-style-type: none"> • Adhere to Drexel University's Alcohol Policy: http://drexel.edu/campuservices/eventConfe rence/eventServices/departments/policies/Alc ohol-Policy/ 	
Other details to consider	<ul style="list-style-type: none"> • View Drexel Preferred Vendors via Smart Source. • Use your P-Card whenever possible. Check here for participating merchants, http://drexel.edu/campuservices/dining-retail/directory/ • Use a tax exemption form for purchases, found at https://one.drexel.edu under Employee, Purchasing and Travel. • Secure a florist if needed. • Secure a DJ if needed. • Consider any special needs vendors might have, such as a table, chairs, water, or special electric requirements. • There are chair options, if you do not want the standard chair provided in your selected space. • Consider the time of year and if your venue has heat, air conditioning, circulation, fans. • If you put up any directional signage, it must be removed at the end of your event. • Consider and communicate any physical limitations of your participants. • Load-in/delivery capabilities. 	
Drexel Event & Conference Services Contact Information	<ul style="list-style-type: none"> • Please contact Drexel Event & Conference Services if you have any questions: 215.895.2520 Monday – Friday, 9:00am – 5:00pm or reservations@drexel.edu 	