



EVENT PLANNING WORKSHEET

EVENT:

EVENT DATE:

EVENT TIME:

PURPOSE:

CONTACT PERSON:

PHONE:

BUDGET:

ACCOUNT FOR CHARGE:

- Select a date for event
 - [RISD Events Calendar](#) and [Academic Calendar](#) for conflicts
- Reserve a campus space for use
 - Email reserveclassroom@risd.edu for classroom space
 - Request available spaces available at schedule.risd.edu
- Place order with [RISD Caters](#)
 - Complete [Alcohol Form](#) for events serving alcohol
- Complete a [work order](#) for tables, chairs, or custodial services needed.
- Confirm building access with cardservices@risd.edu for any guests without an ID.
- Contact [media resources](#) for technical support needed
 - [Photographic consent and release form](#)
- Submit event details for promotion to event.risd.edu
- Contact public safety for events large events or events where alcohol is present
- Ensure all required city permits are complete.
- Contact external vendors for entertainment, rentals, florals. Reference [preferred vendors](#).
- Communicate [insurance requirements](#) to external vendors