



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 on 25Live (schedule.risd.edu)
If you cannot find your space on 25Live, contact scheduler@risd.edu
If your event is off campus, select "Off Campus" as the location to keep all of your upcoming events in the system!
- Place order with [RISD Caters](#) a minimum of 2 weeks in advance.
- Fill Out [Alcohol Use Form](#) and submit to Catering (Catering@risd.edu) and Public Safety (PubSafe@risd.edu)
- Complete a [work order](#) for tables, chairs, or custodial services needed.
- Contact [media resources](#) (risdmrc@risd.edu) for technical support and AV needs
[Photographic consent and release form](#)
- Submit event details for promotion to involved.risd.edu
- Confirm building access with cardservices@risd.edu for any guests without an ID.
- Ensure all required city permits are complete. (Market Square or other Providence Property)
- Contact external vendors for entertainment, rentals, florals. Reference [preferred vendors](#). For other vendor recommendations, feel free to contact Campus Conference & Event Services (conference@risd.edu)
- Communicate [insurance requirements](#) to external vendors