

NEW YORK UNIVERSITY SCHOOL OF LAW

EVENT WORKSHEET

EVENT

NAME:_____

DATE:_____ **TIME:**_____ **LOCATION:**_____

TASK	STAFF	IN PROCESS	COMPLETED
Audio visual			
Coat check			
Dean's briefing (if applicable)			
Décor (linens, flowers, etc.)			
Dietary Restrictions			
Gifts (if applicable)			
Docket Announcement			
Greeters			
Guest Lists			
Hotel Accommodations			
Housing for Speakers			
Invitations			
Menu			
Name tags			
Photographer			
Podium/water			
Printed program			
Publicity			
Room reserved			
Seating			
Security			
Signage in lobby			
Table tents for speakers			
Travel for guests			
Video or audio taping			

Room configuration:_____

Décor description:_____

AV order:_____

Menu:_____

Staff:_____

Comments:_____
