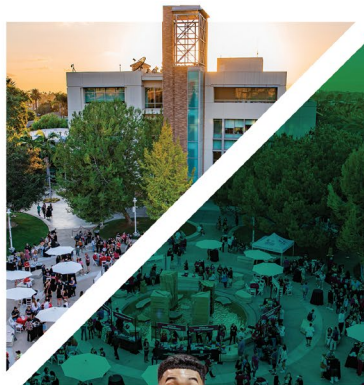




CHAPMAN  
UNIVERSITY

**Event Operations**

# EVENT CHECKLIST



## **Event Operations**

[eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) (714) 744-7061

337 N Lemon St Orange, CA 92866

### **Additional Resources:**

- [Facility Use and Event Policy](#)
- [Driving on Campus Procedures and Requirements](#)
- [Programs with Minor Participants](#)

**Thank you for scheduling your event.** Please use the below checklist to plan your event. Please contact Event Operations at [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) or (714) 744-7061 for assistance at any point during your planning. Please use your 25Live ID in all communication with Event Operations.

**25LIVE  
EVENT  
INFORMATION**

25LIVE ID:

EVENT DATE:

EVENT NAME:

EVENT TIME:

PRE-EVENT TIME :

(THIS IS THE TIME YOU NEED TO HAVE YOUR SET-UP COMPLETED PRIOR TO YOUR EVENT)

**1 Event setup details should be included in your event request. Items to consider:**

Room layout – multi-purpose rooms require set-up information: [Sample Layouts](#)

- ☐ Tables/chairs needed (consider all needs such as check-in table, info/materials/awards table, etc.)
- ☐ Space diagram – email [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) for a to-scale diagram
- ☐ Electrical needs
- ☐ Linens or stage skirt should be included in your Sodexo order
- ☐ If your expected attendance changes after any of these details have been arranged, please let us know

**2 Media setup should be included if any of the below apply:**

- ☐ Event includes a presentation
  - ☐ Computer/Laptop needed (most multi-purpose rooms do not have installed computers)
  - ☐ Other media equipment, i.e. screen, projector, large monitor, clicker
- ☐ Event includes a Zoom or streaming component
- ☐ Event includes a video recording component
- ☐ Audio needed
  - ☐ Microphones – number and types
  - ☐ Sound System – are you providing own device?
- ☐ Tech assistance needed
  - ☐ During setup
  - ☐ At start of event
  - ☐ During event

**3 Will your event include food/drink?**

- ☐ Outside food – email Sodexo approval to [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu)
- ☐ Catering through Sodexo – [catering@chapman.edu](mailto:catering@chapman.edu)
  - ☐ [Submit order](#) at least 1 week in advance (earlier for busy event days, i.e. commencement)
- ☐ Consider type of service
  - ☐ Buffet – Tables and extra space needed
  - ☐ Served Meal – Staging/meal prep location needed (may require a separate room reservation)
- ☐ Alcohol – must be coordinated through Sodexo
  - ☐ How are you screening 21+?
  - ☐ If you have attendees under 21, please provide wristbands

**4 Are you working with vendors?**

- ☐ Are you renting stages or lighting fixtures? (a City permit may be required)
- ☐ Do you have the space scheduled during your delivery/pick-up time?
- ☐ Does the vendor need to drive on campus? (limited to before 8am or after 3pm & requires approval)
- ☐ Does your vendor have a contract filed with Risk/Legal?

**5 Does your event require ticketing or RSVPs?**

- ☐ Please complete the [Event Build Request Form](#) two weeks before your desired on-sale date  
*Please note:* Event organizers hosting paid events must work with Ticketing Services. Event organizers hosting free events may handle their own RSVPs if they choose, but registration/ticketing assistance is still available if desired.

**6 Will you need parking for external guests?**

- ☐ Please email [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) to arrange a parking registration link for free event parking
- ☐ If your event is ticketed, parking will be automatically arranged by Ticketing Services

**7 Does your event require security? Does your event include any of the following?**

- ☐ Presence of Government Officials
- ☐ Controversial speakers or topics
- ☐ Large attendance that may require crowd control  
If your event includes any of the above, please email [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) to coordinate security

**8 Will your event include minors?**

- ☐ Is your event filed with Risk?
- ☐ Are you trained in Risk protocols?
- ☐ Do you have an adequate number of chaperones?

**9 Are you co-presenting your event with an outside organization?**

- ☐ Please work with [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu) on co-sponsorship requirements

**10 If your event is open to the public, please add to the Event Calendar:**

- ☐ Sync to Calendar – after event is confirmed submit 25Live ID to [Event Calendar](#)
- ☐ Include required event details: RSVP/Ticketing Link, Event Details, Event Description, Event Contact Information  
*Please note:* Incomplete or inaccurate event listings will be taken off the public event calendar

**11 Will you bring in any umbrellas or tents?**

- ☐ Weights are required
- ☐ Tent sizes over 40'x40' will require a permit (This includes multiple tents next to each other)

**Other important reminders:**

- Any changes to your 25Live request after confirmation must be reviewed by the Event Operations.
- All requests including Facilities (event setup) and for Media Services (equipment/technical support) must be submitted at least 3 business days in advance.