

Name/description of event:
Contact person for event planning:
Phone number and email address:
Contact person attending event:

MU LIBRARIES EVENT CHECKLIST

This form is designed to give us an idea of what resources you will need for your planned event/program in the MU Libraries. Please fill it out this form with as much information as you can, but don't worry about completing everything. If you have any questions, please feel free to contact Shannon Cary, carysn@missouri.edu or Sheila Voss, vosss@missouri.edu.

- Form should be submitted to MU Libraries Event Team at least 30 days before event.
- All details of event must be finalized at least 2 weeks before event. The MU Libraries reserve the right to cancel event if details are not finalized by this deadline.

- 1. Intended audience:** **Number of people expected:**
- 2. Estimated or definite date and time:**
- 3. Room and building where you wish to hold event:**
☐ Room is already reserved ☐ Need assistance with making reservation
- 4. Will you need custodial services before or after your event?**
- 5. Estimated cost:**
☐ Have budget developed (please attach) ☐ Need help developing budget
- 6. Any external/internal funding applied for (if yes, please identify and indicated whether request is pending approved or rejected):**
☐ Need help identifying funding sources
- 7. Please check all electronic equipment required:**
☐ Laptop ☐ Laptop w/ Powerpoint screen and projector ☐ television
☐ microphone(s) Other (please specify):
- 8. Would you like ☐ photographs, ☐ audio recording, or ☐ video recording of the event?**
(Check all the apply)
- 9. Would the Libraries need to re-arrange any furniture in room? Please list any furniture you would need (tables, chairs, podium, etc.):**
- 10. Do you wish to have a book-signing at your event?**
☐ Have already contacted University Bookstore ☐ Need to make other arrangements
- 11. Any food and/or beverages served? Please describe:**
☐ Arrangements made ☐ Need help with arrangements
- 12. Any travel/hotel arrangements needed? Please specify:**
☐ Arrangements made ☐ Need help with arrangements
- 13. Any honorarium or other payment to be made? Please specify:**

Form submitted on _____.