

# NC STATE STUDENT CENTERS EVENTS

## INDOOR EVENT PLANNING GUIDE

Planning a complex event can be overwhelming. The goal of this document is to assist our Event Coordinators in collecting all the information necessary for our Event Implementation team and Campus Partners to prepare for and successfully support your event. Feel free to use this guide as a tool to prepare for an Event Planning Meeting with your Event Coordinator. Our goal is to work with our clients to answer these questions 30 days prior to the event date. We want to help you think through all the details of your event as early as possible, so that everything runs smoothly for you and your guests on the day of your event!

### TELL US ABOUT YOUR EVENT!

What is the purpose or goal of the event?

Is this an event that's been held before or a new event?

Describe the admission process for the event. Example: open event, RSVP, ticketed, etc.

How many guests are you expecting?

What is the preferred room set-up for the event?

Are you planning this event alone or are there others making decisions about event logistics?

### ACCESS

What time will you or a member of your team arrive on site?

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What type of materials will you be bringing?  
Will you need assistance loading in any materials?

Will you need to utilize the loading dock (Talley/Hunt)?

## EVENT AGENDA

Describe the flow of your event. What will guests be doing?

Who will be directing the flow of guests on the day of the event?

Are any breakout rooms needed?

Please identify the quantities for the following equipment:

Tables:

Chairs:

Stage:

Podium:

How will the tables be arranged?

Will there be a panel/Q&A session?

Will people be moving around during the event?

Does requested set up support or hinder the flow of the event?

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## GENERAL LOGISTICS

Do you need a registration area?

Yes

No

Where are guests being directed to park?

Will there be any non-University guests participating in this event? Explain.

Are you planning to decorate the space for the event?

Will there be any food/beverage at the event?

Plated

Break Service

Buffet

Boxed Meal

Other:

Additional notes on food and beverage:

Are any non-University vendors being used for this event, including but not limited to: florist, caterer, production company, equipment rentals, etc.?

Vendor	Service Provided	Arrival Time + Loading Dock Plan

Additional vendor fields on page 7.

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If a production company is being used, is Electrical Power Distribution needed?  
Will they use theatrical haze or fog?

## AUDIOVISUAL/TECHNOLOGY NEEDS

Will there be a visual/video presentation?

Will you be bringing your own laptop or  
would you like to use/rent one from  
Student Centers?

Will you need an ethernet connection or will  
you be using WiFi?

Ethernet

WiFi

If using Ethernet, what type of device are  
you planning to connect? We will need the  
MAC address.

What type of microphone(s) will be needed?

For Ballroom Events: Do you have any  
special lighting needs or requests?

Stage lighting comes standard. Chandelier colors may be adjusted.

Is additional power needed?

If the event is in a location that doesn't  
require staffing, would you like to have  
dedicated AV staff support your event?

Hourly rate applies.

Yes

No

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If event is in a location that does require staffing, discuss the role the assigned Event Assistant/Manager will play on the day of the event.

Will there be background music? Will the client provide the desired playlist?

Will there be any performances or live music? Explain.

Would you like to schedule a time for an AV run through prior to the event?

Are you hiring WolfBytes to record or stream your event?

Yes

No

Please describe any additional needs, including karaoke, OWL, conference phone, etc.

## SPECIAL EVENT REVIEW FOLLOW UP

Will there be minors in attendance? Will NC State be assuming custody and care of those minors?

Are you inviting a nationally or internationally recognized special guest? Are any special guests bringing their own security?

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Are you inviting a politician or someone campaigning on behalf of a politician?

Do you expect a protest related to your event?

Is there anything else we should know that we haven't already covered?

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## ADDITIONAL VENDORS

Vendor	Service Provided	Arrival Time + Loading Dock Plan