

NC STATE STUDENT CENTERS EVENTS

OUTDOOR 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?

Who is invited to attend? Is it an open event or invite only? RSVP? Ticketed?

How many guests are you expecting?

Do you have a space layout in mind?

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 or equipment will you be bringing?

If you need vehicle access for unloading materials:

Name of Driver

Organization (personal vehicle or vendor vehicle)

Phone Number of Driver

Description of Vehicle (make/model/color)

Where is access needed for the vehicle?

Is this just for drop off/pick up or is there a need to keep the vehicle on site for the event?

EVENT AGENDA

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

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

Does the plan for how the space will be “set up” support or hinder the flow of the event?

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GENERAL LOGISTICS

Where are guests being directed to park?

Are you using any non-University vendors for this event (florist, caterer, production company, equipment rentals, etc.)? Please provide vendor information on page 7.

Yes

No

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

Will there be any food/beverage at the event?

Rave! Catering

Client-provided food

Food Truck

Other:

Is a Hot Works Permit needed?

Yes

No

Additional notes on food and beverage:

Are you going to have amplified sound? Explain.

Are you planning to decorate the space for the event?

If your event is at night, does the lighting in the area support the needs of your event?

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Do you need access to power? Will you be bringing a generator?

Do you need access to water? Explain.

Will you be bringing any pop-up tents (10'x10')?

Will you be bringing any tents larger than a 10'x10'? If yes, discuss plan for securing/ inspecting tent with coordinator.

Is plywood (ground protection) needed for any vehicles/equipment?

Will your event produce excess waste? Number of landfill/recycling/compost bins needed.

AUDIOVISUAL/TECHNOLOGY NEEDS (STAFFORD COMMONS EVENTS ONLY)

Will you be using the Media Mesh?

Will you be bringing your own laptop or would you like to use/rent one of ours?

Do you need a stage? Podium?

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What type of microphone(s) will be needed?

What assistance will you need from the assigned Event Manager on the day of the event?

Will you be using background music? Will the client provide the playlist?

Will there be any performances? Live music? Discuss.

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

ADVERSE WEATHER

What is your adverse weather plan for this event?

Cancel Event

Reschedule Event

Relocate Event

Other:

When will you make a decision about your adverse weather plan?

Stafford Commons requires 24 hours notice to avoid Late Cancellation charges.

How will you notify your guests of your updated plan?

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Additional details about the Adverse Weather Plan:

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? Anyone bringing their own security?

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

Do you expect a protest related to your event?

Do you have any crowd management concerns for your event?

Do you anticipate your event will create any major impacts to traffic patterns on campus?

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

VENDORS

Vendor	Service Provided	Arrival Time + Location	Vehicle Information <small>Driver Name, Driver Phone, Vehicle Description, Will the vehicle remain on site for the event?</small>