Date: _____/_____/

Events Worksheet

Host: ____________________________________________  Department: ____________________________________________

Date(s) of Event: From _____/_____/

End Time: ______________________  Number of people in attendance: ______________________

Event Name: __________________________________________________________________________

Description: __________________________________________________________________________

Location: _____________________________________________________________________________

Alternate Location: _____________________________________________________________________

Catering:  

- ☐ Coffee
- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Light Refreshments

Menu Details: (For menu details visit ucen.ucsb.edu/catering, please note clean up or set-up after 5:00 PM and on weekends will constitute an extra charge)

Menu for _______________: ____________________________________________________________

Menu for _______________: ____________________________________________________________

Menu for _______________: ____________________________________________________________

Menu for _______________: ____________________________________________________________

Room set-up: (i.e. round tables, classroom style, conference style, lecture style, tablecloths *Please note that taking any decorations in the set up will be charged to the host)
____________________________________________________________________________________

Tech equipment

- ☐ Projector
- ☐ Screen
- ☐ Podium
- ☐ HDMI or other cables: ________________________________

- ☐ Computer    If personal computer is being used, please list the make and model:
____________________________________________________________________________________

- ☐ Lodging required (Please send a follow up e-mail with the details of the guest(s) & check in/out dates)

Other notes: __________________________________________________________________________

Budget: $____________________________  ☐ Co-Sponsorships: ________________________________
____________________________________________________________________________________

If you have additional budgeting or co-sponsorship details, please send them via e-mail

Other Notes:
____________________________________________________________________________________

____________________________________________  ______________________________
Signature        Date