

**Programming and Event Checklist**

Check university calendars for conflicting events when selecting the event date.

* [www.wichita.edu](http://www.wichita.edu)
* [www.goshockers.com](http://www.goshockers.com)

**Event Name/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VENUES**

**RSC EVENT SERVICES (978-3475)**

[Event Services](https://www.wichita.edu/services/rsc/eventservices/) reserves venues in the following locations: Rhatigan Student Center, Marcus Welcome Center, campus lecture halls, classrooms, CAC Theater, Grace Memorial Chapel and outdoor spaces.

**EUGENE M. HUGHES METROPOLITAN COMPLEX (978-3258)**

The [Hughes Metropolitan Complex](https://www.wichita.edu/services/metroplex/metrorooms/index.php) is a modern, 75,000-square-foot facility located at 5015 E. 29th Street N.

**ATHLETIC FACILITY RENTALS**

Visit <https://goshockers.com/facilities> to see details on each facility. **NOTE:** Visit [Facility Rentals](https://goshockers.com/sb_output.aspx?form=31) and complete the reservation request form to begin the facility request process. Rental events are scheduled after WSU Athletics competition and practice schedules have been set.

**FINE ARTS VENUE RESERVATIONS (978-3587)**

Please contact the Performance Facilities Business Office at perf.facilities@wichita.edu for information on [College of Fine Arts venues](https://www.wichita.edu/academics/fine_arts/performance_facilities/). Rental events are scheduled after the College of Fine Arts calendar has been set.

**SELECTED VENUE**

Selected Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selected Venue Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue Confirmation #: \_\_\_\_\_\_\_\_\_\_\_\_ Venue access begins: \_\_\_\_\_\_\_\_\_\_\_\_Venue access ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXCECUTIVE ADMINISTRATION**

**NOTE:** If your event includes a member (or members) of the leadership team, please confirm their availability with their respective administrative assistant.

|  |  |  |
| --- | --- | --- |
| **LEADERSHIP** | **TITLE** | **ADMIN. ASSISTANT** |
| Richard D. Muma | President | Susan Johnson |
| Shirley Lefever | Executive Vice President and Provost | Laura Manning |
| Sheree Utash | President of WSU Tech and VP of Workforce Development for WSU | Paula Pitts  (316) 677-9505 |
| Werner Golling | Vice President for Finance and Administration | Lisa Pappas |
| John S. Tomblin | Senior Vice President for Industry and Defense Programs | Austin Nordyke |
| Marche Fleming-Randle | Vice President, Chief Diversity Officer, Director of Military and Veterans Programs | Tia Owens |
| Teri Hall | Vice President for Student Affairs | Amber Duncan |
| Stacia Boden | General Counsel | Fran Angell |
| Shelly Coleman-Martins | Vice President of Strategic Communications and Marketing | Mercedes Shoemaker |
| Andrew Schlapp | Executive Director, Government Relations and Strategy, Executive Director to the Board of Trustees | Susan Johnson |
| Zach Gearhart | Chief of Staff | Susan Johnson |
| Telly McGaha | President and CEO, WSU Foundation (Executive Team Guest Member) | Jordyn Ortega |
| Kevin Saal | Director of Athletics | Jania Kistler |

***\*NOTE:*** *See the Event Guest List/Invitation Worksheet for key WSU audiences.*

**EVENT INVITATION**

Invitation Components: Invitation \_\_\_\_\_\_\_\_\_\_ Reply Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reply Env. \_\_\_\_\_\_\_\_\_\_\_\_\_ Mailing Env. \_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RSVP Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Design: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Printer: \_\_\_\_\_\_\_\_\_ Delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest List Finalized\* \_\_\_\_\_\_\_\_\_\_\_ Invitation e-mailed/mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enclosures Campus Map/Directions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT PROGRAM/AGENDA**

To Design: \_\_\_\_\_\_\_\_\_\_ To Printer: \_\_\_\_\_\_\_\_\_\_\_ Delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emcee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NAMETAGS**

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

RSVP list to be provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nametags to be produced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARKING RESERVATION (**[**www.wichita.edu/police**](http://www.wichita.edu/police)**; 978-3450)**

Parking Lot Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIP Guest list forwarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RISK ASSESSMENT (**[**www.wichita.edu/police**](http://www.wichita.edu/police)**; 978-3450)**

Do any of the following apply to the event?

Cash handling \_\_\_\_\_

Controversial subject matter \_\_\_\_\_

Controversial speaker \_\_\_\_\_

High volume attendance \_\_\_\_\_

**DINING SERVICES (**[**Shared.WSUCatering@compass-usa.com**](mailto:Shared.WSUCatering@compass-usa.com)**; 978-5863)**

Tentative Guarantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Guarantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room set up by: \_\_\_\_\_\_\_\_\_\_\_\_\_ Event Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Menu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Banquet Rounds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Round Linens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Six-foot Tables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Six-foot Table Linens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Catering Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PHOTOGRAPHY**

Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ENTERTAINMENT**

Entertainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERF. FACILITIES (978-3188)**

Lectern w/mic \_\_\_\_\_\_\_\_\_\_ Audio support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MEDIA RESOURCES CENTER (978-3588)**

Screen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Laptop \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Projector \_\_\_\_\_\_\_\_\_\_\_\_

Video Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ADDITIONAL EVENT NOTES:**