

Event Services Planning



University Housing
UNIVERSITY OF WISCONSIN-MADISON

Event Details

Date:		Location Site:	
through:		Additional:	
Start:	End:	Estimated Guest Count:	

Room Setup/Meeting Style	Event Format	
pods	classroom	tradeshow/fair
conference	theater	other
u-shape	rounds	
hollow square	banquet	

AV Requirements

laptop computer	audio speakers	extension cords
projection	wireless microphone	power strips
projection screens	lavaliere/lapel mic	laser pointers
video conferencing	microphone stands	dry erase boards
conference telephone	display tables	easels/flip charts
kjkljh	dry erase boards	
hkjhlkjhlkj	easels/flip charts	

Other Considerations

registration tables
speaker's table
podium
panelist tables/seating
vendor/display tables
?
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Food and Beverage Services

water station	continental breakfast	boxed lunch	dinner buffet
coffee/tea/juice station	breakfast buffet	lunch buffet	plated dinner
soft drink station	plated breakfast	plated lunch	evening snack break
	morning snack break	afternoon snack break	reception service
hosted service	cash bar		passed hors d'oeuvres
beer/wine/soft drink service			
full bar service			
wine pour at dinner service			

Contact Information

Company/Department/RSO:

Contact:

Street:	City:	State:	ZIP:
Phone:	Email:		

Internal cost center: