**Name of Coordinator:**

**Event Title:**

**Event Date: Event Time Range:**

**Number of Attendees: Date Received by AA:**

**Event Planning Checklist**

**\*\*PLEASE SUBMIT THIS FORM TO EVENT COORDINATOR AT LEAST 2 WEEKS PRIOR TO EVENT\*\***

**Please remember that the event coordinator must work with various departments to fulfill majority of requests.**

□ Space Reserved

This space must be (Check all that Apply)

□ Classroom

□ Conference Room

□ Computer Lab

□Theatre

□Lecture Hall

□Dining Hall

□ Breakout Rooms # Needed

□ Room set-up? (Please note not all set-ups are available with all spaces)

  ****

**[ ]  Board or Conference**

**[ ]  Banquet rounds**

**[ ]  Open Square**

 ****   **[ ]  Other, Please Specify:**

**[ ]  U-Shape**

**[ ]  Classroom**

**[ ]  Theatre [ ]  Podium**

□ Catering (Please note that MBJ will be used unless otherwise requested)

□ Continental Breakfast ~ Delivery Time:\_\_\_\_\_\_\_\_\_\_

□ Hot Breakfast ~ Delivery Time:\_\_\_\_\_\_\_\_\_\_

□ Hot\*/ Cold Lunch (circle one) ~ Delivery Time:\_\_\_\_\_\_\_\_\_ \*Note, Hot Lunch requires specification

□ Reception Menu ~ Delivery Time:\_\_\_\_\_\_\_\_\_\_

□ Additional Snacks ~ Delivery Time:\_\_\_\_\_\_\_\_\_\_

□ Beverage Service ~ Delivery Time:\_\_\_\_\_\_\_\_\_\_

□ Special Requests:

□ AVS (Audio Visual Services) Needed? (Due two weeks before event)

□ Microphones (How many)

□ Projector/ Mobile Computer

□ Conference Call Capabilities

□DVD Creation

□Podcast Creation

□ Audio taping

□ Filming\*

□ Live Streaming\*

\*For these services, please sit down to discuss in further detail with Administrative Assistant.

□ Security (Due two weeks before event)

□ Send copy of guest list (All non- JJC attendees)

□ Ensure room number and contact information is available to security for reference

□ Ensure arrows are available for guidance to complicated areas.

□ Appearance/ Appeal (Please note that nametags cannot be made without Attendee list)

□ Nametags for attendees

□ Tent cards for tables and/ or panelists

□ Linen Tablecloths

□ China

□ Glassware

□ Materials for Meetings

□Supplies to be ordered?

□ Materials to be printed?

□ Order of Printed Items?

□ Number of Copies needed?

□ Are John Jay Folders required?

□ Additional Requests

□Promotion (Communications AA)

□ Place Event on Office Calendar

□ Place Event on PRI Website

□ Place Event on PRI Facebook

□ Place Event on PRI Twitter Account

□ Send Event information in Email blast through Mailchimp

□ For Pinkerton Events- Place Event on Pinkerton Facebook

□Additional Notes/ Requests **John Jay Event Information Guide**

**Name of Event**

**Date and Time of Event Point of Contact Name and Email/ Phone**

□ Space Reserved- Room Location

□ Confirmation Number

□Confirmation Date and Time

□ Space Reservation Contact (Name and Full Number) Christine Baerga – 212-237-8539

□ Facilities Work order Number

□ Facilities Work order confirmation Date and Time

□ Facilities Contact (Name and Full Number) Ana Cabrera – 212-237- 8639

□ Facilities Weekend Contact (Name and Full Number) Jerry Ridgel – 212- 237- 8568

□ Catering

□ Order placed

□ Catering Contact (Name and Full Number)

□ AVS (Audio Visual Services) Located at 332-01T Office – 646-557-4698

□ Confirmation Number

□Confirmation Date and Time

□ AVS Contact (Name and Full Number) Paul Brenner – 212-237-8652

□ Additional Contact (Technician Name and Full Number)

□ Security Located at L2.61NB (Behind Staircase)

□ Central Command / Emergency 212- 237- 8888

□ New Building Lobby 212- 621- 4174

□ Haaren Hall Lobby 212-237-8266

□ BMW Front Desk 212-237- 8700

□ North Hall Front Desk 212-237-8740

□□□□□□□□□□

**Outside Event Information Guide**

**Name of Event**

**Date and Time of Event Point of Contact Name and Email/ Phone**

□ Space Reserved- Room Location

□ Confirmation Number

□Confirmation Date and Time

□ Space Reservation Contact (Name and Full Number)

□ Facilities Work order Number

□ Facilities Work order confirmation Date and Time

□ Facilities Contact (Name and Full Number)

□ Catering

□ Order placed

□ Catering Contact (Name and Full Number)

□ AVS (Audio Visual Services)

□ Confirmation Number

□Confirmation Date and Time

□ Space Reservation Contact (Name and Full Number)

□ Additional Contact (Name and Full Number)

□ Security

□ Main Desk/ Emergency

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