

Event Name/Contact:

Event Date:



# Nebraska Alumni Champions Club

	Initial Meetings	Final Walk-Through	Notes and Comments
Planning			
Date and Time Set			
Location			
Special Decorations			
Centerpieces			
Floorplan Complete			
Dance Floor			
Gift/Guestbook Table			
Cake Table			
Head Table			
Buffet Locations			
Other layout issues			
Delivery times reviewed			
DJ Set-up confirmed			
Linen/Skirting			
Audiovisual/podium			
Rented equipment			
Vendor List/Contacts			
Event Management			
Run of Show review			
Entertainment			
Catering			
Menu selected			
Bar service selected			
Alcohol request form			
Rough counts given			
Reservations			
Deposit in/Date held			
Rental Rate			
Contract Completed			
Estimated final bill			
Advanced \$ received			
Confirm final count			
Facility policies review			

Other Notes:

Final walk-through

CONTACT'S SIGNATURE \_\_\_\_\_