

# CHISD Event Checklist

Ready to book your event? Use this checklist to make sure your event goes off without a hitch. Please include answers to the questions that pertain to your event in each ticket you submit.

**Custodial:** <http://chisddevils.estreamdesk.com/tickets/new> (choose custodial)

## Setup:

- ☐ What is the date of your event?
- ☐ What time does your event begin? What time would you like the space set up by?
- ☐ What building/room is your event being held in?
- ☐ MPF/HS Gym- Do you need the grey's dropped on the floors?
- ☐ Do you need round/6ft tables? Chairs?
  - ☐ How many round tables?
  - ☐ How many chairs around each table?
  - ☐ Just chairs. How many chairs?
  - ☐ How many 6ft tables?
  - ☐ How many skinny brown tables?
- ☐ Do you need garbage cans?
- ☐ MPF- Do you need chairs on the stage? How many?
- ☐ Do you need the podium?
- ☐ MPF- Do you need the red carpet?
- ☐ MPF/HS Gym- Do you need restrooms cleaned ahead of the event?

## Cleanup:

- ☐ The host is responsible for clearing tables of all trash and decorations.
  - ☐ Please stack chair 12 chairs high. Custodial will move the stacks.
  - ☐ What time does your event end?
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**Security:** <http://chisddevils.estreamdesk.com/tickets/new> (choose security)

- ☐ What is the date of your event?
  - ☐ Which doors do you need scheduled open for your event? Please be specific.
  - ☐ Do you need a gate opened for your event? Which gate(s).
  - ☐ What time do you need doors/gates open for your event?
  - ☐ What time does the doors/gates need to be closed after your event?
  - ☐ Do you need a security office on duty for your event?
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**Technology:** <http://chisddevils.estreamdesk.com/tickets/new> (choose Tech support)

- ☐ What is the date of your event?
  - ☐ What time does your event begin/end?
  - ☐ What building/room is your event being held in?
  - ☐ Do you need audio {speakers, microphone(s)} for your event?
  - ☐ Do you need visual equipment {screen, projector} for your event?
  - ☐ MPF- Do you need stage lighting for your event?
  - ☐ Do you need someone to run the audio/visual equipment for your event?
  - ☐ Do you need to live-stream your event?
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**Advertisement:**

<https://docs.google.com/forms/d/e/1FAIpQLSf8aWaLfhhmpRooLRVDzNufiFKzzDJBTPEMJMYTvR1t6dFGOTA/viewform#start=embed>

- ☐ What is the date of your event?
- ☐ What day do you want your advertisement to begin/end?
- ☐ What would you like your advertisement to say?

- ☐ Where would you like your advertisement placed? Marquees, Social Media, Website, Hallway televisions
  - ☐ Do you have a graphic made for your event?
  - ☐ Do you need a graphic made for your event? Please be specific with what is needed. (email to [Kottmer@chisddevils.com](mailto:Kottmer@chisddevils.com) or [thall@chisddevils.com](mailto:thall@chisddevils.com))
  - ☐ Have you emailed your campus to have this event added to the campus calendar? (For MPF/HS Gym/ Elem Gym/ Student Center/ JHHS Library/ Elem Library/ Cafeteria, your event must be scheduled on that room calendar 2 weeks in advance for the thermostat to be set.)
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