

EVENT COORDINATOR FORM

For

Building _____/Room # _____

Date of Event _____ Time _____ am/pm

Responsible DU Representative _____

Department _____ Organization Number _____

Name of Event _____

Event Description _____

Number of anticipated guests _____

DU Internal Event Only Yes ___ No ___

DU Sponsoring 3rd Party Yes ___ No ___

Checklist of recommended follow-up procedures for Self-Managed Events:

- Have you reserved your room? Yes ___ No ___
- Have you chosen your room setup style? Yes ___ No ___
- Facilities Scheduling for room setup? Yes ___ No ___
- Campus Safety Notification Yes ___ No ___
- Custodial Scheduling for set-up Yes ___ No ___
- Custodial Scheduling for clean-up? Yes ___ No ___
- Grounds Notification if outside event Yes ___ No ___
- Catering required Yes ___ No ___
- Sodexo or 3rd party? Yes ___ No ___
- Is Alcohol going to be served? Yes ___ No ___
- Media Needs Yes ___ No ___
- If 3rd party involved-is proof of insurance available per TULIP guidelines? Yes ___ No ___
- Are 3rd party vendors involved other than Sodexo? Yes ___ No ___
- If so, do they have a contract or use a PO for services? Yes ___ No ___
- If contract, who is authorized to sign? _____
- Will a DU staff/faculty representative be in attendance? Yes ___ No ___

- Please be sure the DU representative is familiar with all emergency response and accident/injury reporting requirements. Contact Campus Safety at 303.871.3000 for emergencies immediately.