

Theatre Department Event Planning Template/Questionnaire

Requester: _____

Event title: _____

Date/time: _____

Schedule

Pre-event setup: _____

Doors open: _____

Event start time: _____

Name, title, and affiliation of key guests or presenters:

Preferred location: _____

Is this space already booked:

☐ Yes

☐ No

If no, do you need the theatre department to arrange a space?

Expected attendance: _____

Audience:

☐ Internal BC/CU

☐ External attendees

How will attendees register?

☐ Eventbrite

☐ Google Form

☐ Other: _____

Has this registration been created?

→ If yes, link: _____

→ If no, do you need the theatre department to create a registration portal?

☐ Yes

☐ No

Is there a budget for this event?

☐ Yes

☐ No

→ If yes, how much? _____

→ Who is funding? _____

Will you have food or drinks?

☐ Yes

☐ No

→ If yes, do you need the theatre department to arrange food?

☐ Yes

☐ No

→ If yes, catering source: _____

A/V needs?

☐ Powerpoint

☐ Video

☐ Sound

☐ Speaker microphones

☐ Other: _____

Do you need time before the event to test the tech?

☐ Yes

☐ No

Photographer/videographer?

→ If yes, has this already been arranged through IMATS?

☐ Yes

☐ No

Will you need people to staff the event (ushers, tech support, catering pick-up)?

☐ Yes

☐ No

→ If yes, will you need theatre department administrator help or student help (and how many students)?

Will you need help advertising your event?

☐ Yes

☐ No

→ If yes, what modes?

- ☐ Poster Request to BC Communication
- ☐ Physical Flyering
- ☐ Email Communication
- ☐ Social Media
- ☐ Other:

Any other event details or information you want to note: