



**SET UP - CONTACT RICKY FERGUSON 845-3591 AT LEAST 1 WEEK PRIOR TO EVENT**

13. Theatre  Classroom  Banquet  Hollow square   
 U-shape  Boardroom  Reception  Auditorium
14. Registration table: \_\_\_\_\_
15. Signage: \_\_\_\_\_
16. Stage/Riser: \_\_\_\_\_
17. Stage arrangement: \_\_\_\_\_  
 see attached diagram if necessary
18. Stage decorations: \_\_\_\_\_
19. Table decorations: \_\_\_\_\_
20. Room decorations: \_\_\_\_\_
21. Display: \_\_\_\_\_

**EQUIPMENT - CONTACT JOHN PETERS 845-7887 AT LEAST 72 HOURS PRIOR TO EVENT**

22. lectern  sound system/mic  video projector   
 overhead  slide projector  screen   
 ethernet  laptop computer  easel   
 other \_\_\_\_\_

**ADDITIONAL MATERIALS**

**RESPONSIBLE PERSON**

- |                     |                            |                            |       |
|---------------------|----------------------------|----------------------------|-------|
| 23. Nametags:       | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |
| Table cards:        | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |
| Programs:           | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |
| Tickets:            | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |
| Certificate/awards: | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |
| Prizes/gifts:       | Y <input type="checkbox"/> | N <input type="checkbox"/> | _____ |

**PUBLICITY - CONTACT PHILLIP ROLLING 458-0442 AT LEAST 2 WEEKS PRIOR TO EVENT**

24. Press release: Y \_\_\_\_\_ N \_\_\_\_\_ Local television: Y \_\_\_\_\_ N \_\_\_\_\_  
 Aggie Hotline: Y \_\_\_\_\_ N \_\_\_\_\_ Distribution A: Y \_\_\_\_\_ N \_\_\_\_\_

**GUEST LIST**

- |                                 |                    |                      |
|---------------------------------|--------------------|----------------------|
| Campus VIP's                    | Campus Guests      | Community Guests     |
| __ President                    | __ Directors       | __ Community Leaders |
| __ Vice President's             | __ Faculty         | __ Elected Officials |
| __ Assistant/Associate Provosts | __ Staff           | __ Deans             |
| __ Student leaders              | __ AFS             | __ Donors            |
|                                 | __ TAMU Foundation |                      |

