

Preliminary list of questions you should be prepared to answer as you book your room space and catered event:

- 1. Have you determined a budget for your event?**
- 2. Is your group or organization Tax Exempt?**
- 3. Have you booked your room via the University Center staff?**
- 4. How many guests do you anticipate?**
- 5. What is the timeline for your event?**
 - a. Event begins at what time?**
 - b. Event ends at what time?**
- 6. Will you be doing any decorations for your event?**
 - a. If yes, please factor that into your timeline.**
- 7. How would you like your room arranged?**
 - a. Table Service**
 - b. Reception**
 - c. Classroom**
 - d. Theatre Style**
- 8. Do you require any Audio/Visual Equipment for your setup? If yes, try to be as specific as possible.**
- 9. If your event involves food items, please be prepared to answer the following questions:**
 - a. Would you like a buffet meal, plated meal or reception food?**
 - b. Do you anticipate offering alcohol or bar service?**
 - i. If yes, have you filled out the Alcohol Permission Form?**