

# Event Planning Checklist

Use this checklist to gather and share your event details with our team.

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- Date of event
- Start/end time of event
- Client set-up and tear-down time
- Name of event
- Estimated number of attendees
- Set-up type
- Will you have food/beverage needs?  
Enjoy 10% off food and 10% off service fees!
- Will you have audio/visual needs?
- Will you have alcoholic beverages?\*
- GL account number to cover charges  
(activity expense ending in 2928)

\* Alcohol is only permitted within the Vistatech Center building.

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**Schoolcraft College**  
CONFERENCE & EVENT  
SERVICES