

Checklist Questions for SHS Events

Please complete the questionnaire below and email the completed form to Kent Mayhew kent.mayhew@stockton.edu

Name

Email

Phone Number

Date and Name of Event?

Desired Location of Event?

- Please List Your Desired Location so a Reservation Can Be Made with Event Services if Needed

How Many Persons Will Attend (Approximate number)?

Who is Your Target Audience (Students, Faculty, Public etc.)?

Budget (How is this Event Funded?)

Is Food Service Desired?

- If yes, Chartwells Order is Used for Food Service

What Audio and Video Support will be Needed?

Is there Any Print (brochure, program) Needed?

What other Support is Needed?

Kent Mayhew will review the completed form you send and will reach out to you via email to further discuss the details of your event. Thank you.