**EVENT LOGISTICS CHECKLIST**

**General Information:**

* Date and time of the event:
* Group/organization name:
* Is your group a nonprofit?:
* Event title and purpose:

**Contact Details:**

* Primary contact person for the group (name, phone, and email):
* Secondary contact person (if available):
* Day-of contact (if different):

**Setup Details:**

* Cathedral Space Selected:
	+ Nave
	+ Auditorium
	+ Reception Room
	+ CSE Dining Room
* Total number of attendees expected:
* Seating arrangement (e.g., theater, classroom, round tables, etc.):
* Tables, chairs, podium, or stage requirements:
* Accessibility considerations (e.g., ramps, designated seating areas):
* Other setup details or questions:

**Audio/Visual Needs:**

* Number of microphones (handheld, lapel, or stand):
* Projector or screens:
* Sound system setup requirements:
* Stage lighting (in Cathedral Nave only, must contract with our regular operator):
* Internet access/Wi-Fi needs:
* Other A/V needs or questions:

**Parking:**

* Request parking validation? ($5/each, cash only at the door, handled by Cathedral personnel):

**Additional Logistics:**

* Event start and end times (including setup and teardown):
* Catering needs (if applicable)
* Greeting from Cathedral clergy/hosts at event?
* Additional logistics details or questions:

**Administrative Prep:**

* Printed program or handouts (if provided by group):
* Event signage (internal and/or external):
* Alcohol offered at event (requires permission from CCC Executive Committee and a temporary permit provided by the hosted group or caterers):
* Additional administrative details or questions:

**Required Documents:**

* Signed Use of Space form
* Signed Waiver and Release of Liability form
* Certificate of Insurance per p. 3 of Use of Space policies

**Any other comments or questions:**