Event Checklist Student Life – Wolfson Campus

This request must be submitted to the Student Life a minimum of 10 working days prior to the event. Please be aware that this is for orientations, large presentations, workshops, and speaker lectures catering to MDC students.

Event:	Department/Organization:	
Date:	Sponsoring group:	
Start time:	Requested By:	
End time:	(Signature)	
Number of people expected:	Department Head/Advisor:	
Phone: Date Submitted:	(Signature) Date Required:	

Check if applicable	Items	Description
	Balloons	Color? Amount needed for each color?
	Table Covers	Color? Amount needed for each color?
	RoundRectangular	
	Table Skirts	Color? Amount needed for each color?

Plates	Amount needed?
BigSmall	
Utensils o Fork o Knife o Spoons	Amount needed?
Napkins	Amount needed?
Cups	Amount needed?
Giveaways (For specifics, contact Student Life in 305-237-3536)	Amount needed?
Stanchions	Amount needed?
Other (For specifics, contact Student Life in 305-237-3536) o Baskets o Buckets o Vases	Amount needed?

If you have any questions please contact the office of Student Life in room 2101 or call 305-237-3536.