



Department of Religious Studies Event Checklist

	Required	Completed
Independent Contractor Approval	<input type="checkbox"/>	<input type="checkbox"/>
Airline Reservations	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle Reservations	<input type="checkbox"/>	<input type="checkbox"/>
Hotel Reservations	<input type="checkbox"/>	<input type="checkbox"/>
Room booked for event Key/access code _____	<input type="checkbox"/>	<input type="checkbox"/>
Book Display Arranged	<input type="checkbox"/>	<input type="checkbox"/>
Student Lunch Discussion	<input type="checkbox"/>	<input type="checkbox"/>
Lunches Ordered	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>
Produce Flyers	<input type="checkbox"/>	<input type="checkbox"/>
Flyers Distributed	<input type="checkbox"/>	<input type="checkbox"/>
Flyer mounted for gift	<input type="checkbox"/>	<input type="checkbox"/>
Professional Service Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Disbursement	<input type="checkbox"/>	<input type="checkbox"/>
Fund #: _____		

Administrative Secretary

Date

Office Associate II

Date