

EVENT INTAKE WORKSHEET

Please fill out this worksheet, and bring it with you to the event intake meeting. These initial questions will help us better understand how we can assist you in meeting your goals. We will review and go into more detail with you during the event intake meeting.

The Basics

Event Name:

Date:

Complete the following, and check off when done.

- Date vetted for conflicts Event added to Internal CBE Planning Calendar in Trumba Event published in external-facing Trumba calendars and Bulletin

Time:

- Virtual Event In-Person Event

If in-person, location:

If virtual? [Zoom Meeting](#) [Zoom Webinar](#)

We cannot support hybrid events at this time.

Will the Dean or other leadership be expected or invited to join this event? Yes No

If yes, has this event date been cleared with them? Yes No

Purpose/Goal

How does your event serve the goals of the [CBE Strategic Framework](#)? *Check all that apply.*

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|--|--|--|--|
| <input type="checkbox"/> Build College Reputation for Collaboration | <input type="checkbox"/> Integrate Disciplinary and Interdisciplinary Pedagogy | <input type="checkbox"/> Expand CBE Capacity | <input type="checkbox"/> Know and Celebrate CBE |
| <input type="checkbox"/> Grow CBE Reputation as a Trusted Thought Leader | <input type="checkbox"/> Advance Climate Solutions | <input type="checkbox"/> Foster Innovative Use of Technology | <input type="checkbox"/> Leverage CBE Humanities Expertise |
| <input type="checkbox"/> Cultivate an Inclusive CBE Culture | <input type="checkbox"/> Model and Embody Equity and Inclusion | <input type="checkbox"/> Establish Inclusive Pedagogy | <input type="checkbox"/> Use Equity and Justice as a Research Lens |

How are you measuring the success of this event? *Check all that apply.*

<input type="checkbox"/> Number of attendees How many?	<input type="checkbox"/> Amount of funds raised How much?	<input type="checkbox"/> Audience Engagement In what way?	<input type="checkbox"/> Other:
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Is this a paid ticketed event? Yes No

Is there fundraising involved in this event? Yes No

If fundraising, what budget should be used?

Communications & Promotion

Is this event open to the public? Yes No

Who is the target audience for this event? *Check all that apply.*

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> Staff | <input type="checkbox"/> Current students | <input type="checkbox"/> Faculty | <input type="checkbox"/> Alumni |
| <input type="checkbox"/> Professional Advisory Council | <input type="checkbox"/> Donors | <input type="checkbox"/> Past Attendees | <input type="checkbox"/> Other: |

Do you need graphic elements designed for this event? Yes No

Physical Digital

Do you need assistance with social media coverage? Yes No