

Event Proposal

→ DePaul University
College of
Communication

Event Overview

EVENT NAME	DePaul University College of Communications Distinguished Demon Night
DATE AND TIME	June 8th, 2023- Before graduation weekend
VENUE	Hilton Chicago Grand Hall
NUMBER OF ATTENDEES	600 people
PREPARED BY	Emma Fogarty- emma@fogartyservices.com

Client Overview



Contact: President Manuel's Office

Event Description

Brief Description

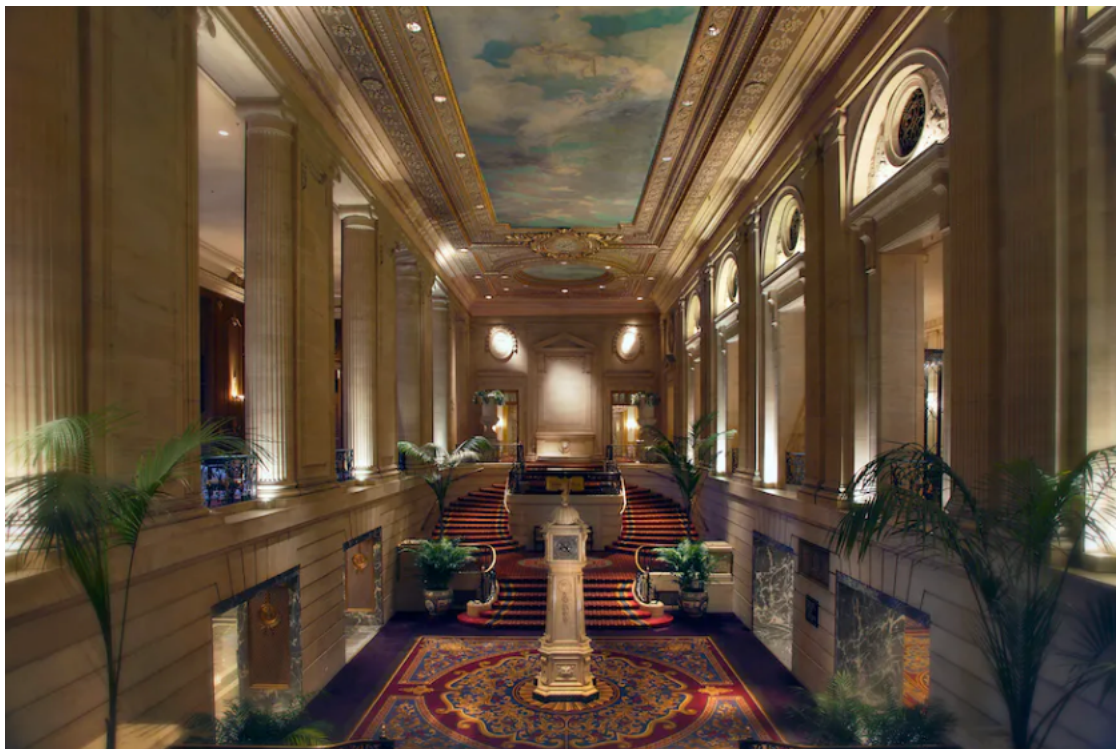
DePaul University would like this event to be a gathering for the College of Communications. It will recognize both students, faculty and staff. It will also celebrate the new initiation of the Dean of the College.

Program Objective

This project's objectives are to recognize DePaul Demons, show awareness for the program on socials and be a unity invoking event.

Venue

The venue will be at the Hilton Grand Hall because of its location in Chicago as well as the size and aesthetic of the space.





Decor

The venue will provide chairs and tables. We be using tall boys with blue linens and red ribbons around the legs of the tables. We will also have a few cafe tables with chairs for those who would like to sit. This is a sample of the type of table that would be used in addition to the length of the table cloth. The table cloth would be out of the DePaul colors as pictured in the logo below. In addition to that, each table will have a single red rose in a clear vase.



Technology

Lighting:

Up lights, as seen below against black pipe and drape. They will alternate blue and red.

A lighting package will be used to light the podium.



Audio Visual

Audio will include a PA system and a mixing board to manage the sound. Two LG 55" Screens which will highlight the college of communication. A video package will be assembled before the start of the event.

Staging/ Podium:

A podium will be provided by DePaul University with the DePaul logo. This is similar to the ones in theatres on campus. Pipe and Drape will be used on both ends of the hall.

Marketing:

Another important aspect of this event is marketing. Many of the attendees will be high achieving graduates both academically and athletically as well as high achieving faculty. Other potential students and DePaul sponsors will be invited as well. The event will use the DePaul Instagram and other social channels to highlight the event as well as what DePaul's College of Communication does. In addition to the event, DePaul College of Communication will have a video produced about why people like the college. It will be shot before the event and will include people from many different degrees. It will be a 30 second- 1 minute video added to Instagram reels or posted.

Show Schedule for Crew

Start Time	End Time	Activity
11am	12pm	Crew arrives at Hilton for load in and unload trucks
12:30	1pm	Lunch break
1pm		Place house tables in proper location, steam linens, set podium and PA. Another group of the crew will simultaneously set up two 55" LG Monitors as well as the pipe and drape to go with it. After this is complete the up lights will be placed.
6pm	6:30pm	Client walk through
6:30pm	7:30pm	Quality Control Check before event begins as well as any adjustments that the client noted in the walk through
7:30pm		Load in crew departs and show crew remains.

Proposed Program

Start Time	End Time	Activity
7:30pm	8:00pm	Doors
8:00pm		Event Starts: Appetizers begin to be passed and bar is open.
8:30pm		College of Communication Speeches starting with a student introducing the President of DePaul.
8:34pm	8:50pm	President of DePaul Speech and Introduction of the new Dean, Alexandra Murphy
8:50	9:10	Dean Alexandra Murphy speaks and then presents the various rewards. She will then thank everyone for coming and tell them to enjoy the rest of the evening.
	10:30	Event Ends