

EVENT PLANNING GUIDE – STUDENT ORGANIZATIONS

1 Pre-Planning Before Submitting Your Reservation Request

(Ideally 10-weeks before your event)

- Determine objective of your event
- Determine the budget for your event
- Determine the anticipated guest count and desired set up
- Determine the best location for your event go.osu.edu/explorevenues
- Determine desired event date, alternative dates and event start and end times
- Determine if you need catering at your event go.osu.edu/universitycatering

2 Reserve Your Space with the Events and Conferences Reservation Team

- Use the Space Request Tool go.osu.edu/spacerequesttool
 - If booking in a space that is not on the guide visit go.osu.edu/startplanningtoday
 - If there is catering, please confirm at least 8 weeks in advance
 - If there is no catering, reserve your space at least 4 weeks in advance
- Await a preliminary confirmation email from your designated event coordinator
- Return signed Event Confirmation and make deposit (if applicable)

3 Connect with Your Event Coordinator (upon event confirmation)

- Communicate your expectations for your event
 - Provide the event itinerary (overall event schedule), including set-up time
 - Provide vision of all event components (AV, room setup, catering, décor, etc.)
 - Provide program “run of show” or outline
- Ask any questions you may have
- Determine post-meeting action items and deadlines

4 Be Aware of Deadlines

- Make additional remaining deposit, when applicable
- Catering menu selections are due 3 weeks prior to the event
- Event setup and A/V needs are due 2 weeks prior to the event
- Final guest count is due 1 week prior to the event

5 Day-of-Event

- Contact Event Coordinator or Event Contact upon arrival
- Confirm accuracy of room set-up
- Check-in with A/V staff and have sound check if necessary
- Set-up any decor or registration materials you have brought

6 After Your Event

- Submit your post-event evaluation (link will be provided to you in final email)
- Finalize payment for all services
 - You will receive a final invoice within 3 weeks of your event
- Inquire about availability to host your event again!

ADDITIONAL RESOURCES

- Events and Conferences: 614.292.4665 | eventsandconferences@osu.edu
- Ohio Union Phone Numbers: 614.402.4335, Building Manager; 614.247.7467, Loading Dock
- Parking is convenient throughout campus and is managed by CampusParc: osu.campusparc.com