

EVENTS AND CONFERENCES

General Event Planning Timeline and Checklist

2–3 Months before your Event Date

- Event Planner is assigned and reaches out to coordinate event details
 - Planner is provided with the information submitted at the time of booking
- Make sure to:
 - Review your confirmation and ensure all details are still correct. Send any updates or new information to your planner.
 - Schedule an initial call with your planner to discuss your event details.

90 Days before your Event Date

- First cancellation penalty window: 33% of event estimate will be owed if event is cancelled

60 Days before your Event Date

- Second cancellation penalty window: 50% of event estimate will be owed if event is cancelled
- Connect with your Event Planner to begin finalizing your event details

6 Weeks before your Event Date

Items Due

- Tentative AV needs, including any additional spaces needing AV and/or services not listed on your current confirmation.
 - AV staffing labor schedules and pricing will be created and shared with you after this deadline
- Catering special requests, including specialty dietary meals such as Hallal and Kosher, special or custom menu requests
- Requests for Bar Services
 - Submission of ASA form for internal OSU departments

4 Weeks Before Event

Event Timeline and Details Due

- Timeline for arrival, set-up, event start and end, tear down, etc.
 - Including any outside vendors or rentals that apply (linens, décor, florals)
 - Use of dock (load-in/our) needs, including any shipping and receiving
- Initial floorplan review
 - All major requests such as staging due
 - Updated Guest Count based on expected attendance



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AV items due

- AV staffing will be finalized at this date; the following are due:
 - Final AV run of the show or script.
 - For Performance spaces: including lighting cues, transitions, media, etc.
 - Event Planners can provide an AV Script Template if you do not have your own format
- Requests for recording, captioning, or live streaming

University Catering items due

- All desired meals are submitted (breakfasts, lunch, dinner, snacks, bar) which includes:
 - Menus for each meal is selected
 - Tentative guest counts for each meal

Additional Items if needed

- Security (OSUPD) requests
- Parking Coordination

30 Days Before Event

- Final cancellation penalty window: 100% of event estimate will be owed if event is cancelled

2 Weeks Before Event

- All Event Details are considered final after this date
- All Final Event Deposits are due prior to your event date

Event Timeline and Details Due

- Final timeline for arrival, set-up, event end, tear down, etc.
 - Please provide a copy of your event itinerary with your Event Planner if available
- If shipping packages in: Shipping & Receiving forms submitted
- List of all planned decorations

Final floorplan confirmation Due

- Review set-up times on your confirmation and ensure they are accurate and notify us if they need updated
- All major requests such as staging
- Updated Guest Count based on expected attendance



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AV Items Due

- Final AV run of the show or script
- All AV needs must be confirmed and submitted, additional items are not guaranteed after this date

University Catering Items Due

- Final catering guest counts and item quantities for each meal

15 Days Before Event (Student Orgs Only)

- Final cancellation penalty window: 100% of event estimate will be owed if event is cancelled

Post-Event

- Invoice and survey will be sent 1-3 weeks from event dates
- Reach out to your Event Planner with any additional feedback, information or desire to rebook
- Payments are due 30 days after receipt

