



WEDDING CHECKLIST

Ohio University's Conference and Event Services Staff is committed to helping you plan your wedding successfully. Please use the following checklist as a way to keep track of your progress. To ensure a successful event, always provide us with detailed information as far in advance as possible.

initial planning

- DETERMINE THE SIZE OF YOUR EVENT SPACE**
How many attendees are you expecting?

- SELECT APPROPRIATE DATE AND VENUE**
Contact Conference and Event Services (740.593.4020) to discuss dates and available venues

- CREATE A BUDGET**
When creating a budget for your wedding, consider the following: facility rental, catering, technical staff, vendors, etc.

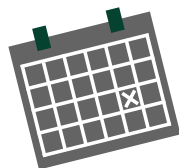
- PROVIDE AN ITINERARY TO STAFF**
Having a detailed itinerary will make your special day go smoothly and will help everyone be on the same page

- SELECT CATERER/ MENU (IF APPLICABLE)**
 - If using an outside vendor, the total purchase amount must be under \$250.00.
 - If alcohol will be present at your event, fill out an Alcohol Application, which is available at the Conference and Event Services office. If your event will not be in the Baker University Center, a state permit is required for the sale of alcohol only. *Note: forms are time sensitive.

- SELECT DECORATIONS**
Please refer to the University Policy 42.501 to ensure that your decorations are safe and acceptable to use for your event.

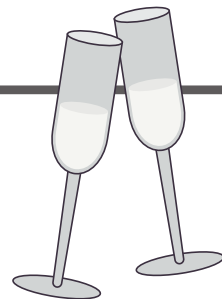
- COMMUNICATE TECHNOLOGY OR PRODUCTION NEEDS TO CONFERENCE AND EVENT SERVICES STAFF**
This would include consideration for: audio, microphones, speakers, lighting and special effects.

- COMMUNICATE ROOM SET-UP AND PRODUCTION NEEDS**
This would include consideration for: tables, chairs, dance floor, microphones, up-lighting, pipe-and-drape, etc.



EVENT ITINERARY

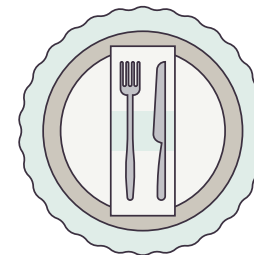
6:00 pm - Cocktail hour including hors d'oeuvres and pianist performance
7:00 pm - Doors open
7:15 pm - Wedding seating begins with ushers in place
7:45 pm - Music begins signaling the start of the ceremony
9:00 pm - Event concludes



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post event

- FINALIZE PAYMENTS FOR ALL SERVICES**
- WE WELCOME ANY/ALL EVENT FEEDBACK TO ENSURE THAT WE ARE PROVIDING THE BEST POSSIBLE CUSTOMER SERVICE**



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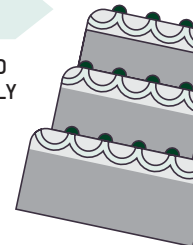
day of event

- DELIVER AND SET UP MATERIALS/DECORATIONS**
Your reservation includes access to the venue for 1/2 day prior to your wedding day for decorations and/or rehearsal. Please coordinate arrival time with event staff.

- CONFIRM EVENT SET UP**
As the customer, you are encouraged to confirm with the event staff that you are pleased with the set up. If not, communicate changes as early as possible.

- REVIEW ITINERARY WITH EVENT AND CATERING STAFF**

- TEST EQUIPMENT THAT YOU HAVE RESERVED TO ENSURE THAT IS FUNCTIONING CORRECTLY**



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week before event

- CONFIRM THE NUMBER OF GUESTS THAT WILL BE ATTENDING YOUR WEDDING**
Confirm for catering **AND** event staff

- COMMUNICATE WITH EVENT SERVICES ANY CHANGES OR UPDATES ON TECHNICAL COMPONENTS**
Please understand technical changes are time sensitive

- FINALIZE EVENT START AND END TIME**
Confirm a set-up and event time with the staff

OHIO UNIVERSITY CONTACTS

CATERING SERVICES | 740.593.4035
PARKING SERVICES | 740.593.1917
MOVING SERVICES | 740.593.0463
RECYCLING | 740.593.0231

RESERVABLE SPACES

BAKER UNIVERSITY CENTER

Grand Ballroom
Ballroom A/B

WALTER HALL

Walter Hall Rotunda

GALBREATH CHAPEL

OUTDOOR SPACE

PARKING ON CAMPUS:

All University lots require a parking permit during posted, restricted times. Visitors may utilize parking within the Baker University Center Garage. Parking is also available on the Baker University Center surface lot for \$0.75 per hour at no limit. Add \$0.35 per transaction when paying with ParkMobile App.