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

**initial planning**

- **Determine the size of your event**
  - Is it open to the public or private? | # of attendees expected?

- **Select appropriate date and venue**
  - Check venue availability by visiting ohio.edu/eventservices/reservations or by calling the Event Services Guest Services desk at 740.593.4021

- **Determine event type and components**
  - Dinner with guest speaker | Dance with DJ | Variety Show with multiple performers | Webcast Lecture | Panel discussion | Theatrical performance

- **Create a budget**
  - When creating a budget for your event, consider the following fees: facility rental, catering, technical staffing, promotion, etc.

- **Provide an itinerary to event services staff**

- **Create/distribute marketing materials**
  - Flyers | Digital Displays | Banners | Newspaper Ads | etc.

- **Add your event to the ohio.edu/calendar**

- **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. 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 event services staff**
  - Audio | Microphones | Speakers | Lighting | Special Effects Staging and Scenery | Web Streaming

**day of event**

- **Deliver and set-up materials/decorations**
  - Bring computer with VGA capabilities if you plan to present a slideshow or video at least 30 minutes prior to guest arrival. If your device does not have VGA capabilities, please plan to test and bring any appropriate adapters.

- **Confirm event set-up**

- **Review itinerary/agenda with event services and catering staff**

- **Test equipment that you have reserved to ensure that it is functioning correctly**

- **Set-up registration table and/or greet the arriving attendees**

**week before event**

- **Confirm number of attendees for catering and event services staff**

- **Communicate with event services of any changes or updates on technical components**

- **Schedule facility walk-through and “tech-check” with event services**

- **Finalize event start and end time**
  - Confirm set-up and event time with Event Services staff.

- **Review your event at ohio.edu/calendar to ensure accuracy and attendance**

**post event**

- **Schedule a “wrap-up” meeting with department or organization to discuss overall event and outcome**
  - What went well? | What could be improved? | Generate ideas and improvements for future events

- **Finalize payments for all services**

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**HOURS OF OPERATION & RESERVABLE SPACES**

- **OHIO UNIVERSITY CONTACTS**
  - CATERING SERVICES | 740.593.4035
  - PARKING SERVICES | 740.593.1917
  - MOVING SERVICES | 740.593.0463
  - RECYCLING | 740.593.0231

**SUSTAINABILITY TIPS:**

1. Place an order for recycling bins by visiting facilities.ohiou.edu/requests/login.php
2. Utilize digital ads vs. paper campaigns
3. Try Evite.com or PunchBowl.com to send virtual invitations instead of paper ones

**EVENT ITINERARY**

- **6:00 pm** - Cocktail hour including hors d'oeuvres and pianist performance
- **7:00 pm** - Doors open
- **7:15 pm** - Dinner is served at buffet tables
- **7:45 pm** - Powerpoint presentation with lapel microphone
- **9:00 pm** - Event concludes

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Ohio University Office of Event Services | 347 Baker University Center | reservations@ohio.edu | 740.593.4021