

event services EVENT PLANNING CHECKLIST

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 CALENDAR
OHIO.EDU/CALENDAR/SUBMIT

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

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



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

OHIO UNIVERSITY CONTACTS

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

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

HOURS OF OPERATION & RESERVABLE SPACES

HOURS OF OPERATION
M-W: 8:00 am - 9:30 pm
Th-S: 8:00 am - 12:00 am
Sun: 10:00 am - 7:30 pm

BAKER UNIVERSITY CENTER

Grand Ballroom or Ballroom A/B
Multipurpose Room
Bobcat Student Lounge
Theater and Lounge
Conference Rooms
Atrium Space
1804 Lounge
Maggie Davis Room
The Front Room
Table Spaces

WALTER HALL

Walter Hall Rotunda

MEMORIAL AUDITORIUM

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.

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

