**Preparing for an outside event on campus**

1. **Reserve the space** with Conference and Event Services. For a list of reservable external spaces, visit <https://www.ohio.edu/student-affairs/event-services/venues/outdoor-space>
2. **Work Orders**: Customers must submit a work order through Facilities. The customer must have their account number available when submitting the work order. There may be additional fees for any of the items listed below. Please use one work order for everything associated with the event. <https://www.ohio.edu/facilities/workcenter.cfm>
* To located and turn on electricity at a location
* To locate and have water turned on at a location
* To have grounds marked for a tent. You will need to complete a [form](https://www.ohio.edu/sites/default/files/sites/facilities/files/TentGuidelines.pdf) for your tent to be approved.
* To request the grounds are cleaned up and mowed
* To request additional trash, recycling and compost bins
1. **Tables and Chairs**: Refer customer to OU Moving Surplus or Bedrock Rentals. Conference and Event Services does not provide tables, chairs or tech for outside events.
* OU Moving Services Link: <https://www.ohio.edu/moving-surplus/rent>
	+ To place an order for tables, chairs, and staging contact Moving & Surplus at 740-593-0463 or movingandsurplus@ohio.edu.
* Bedrock Rentals: <https://www.bedrockpartyrentals.com/>
	+ We recommend reaching out to Bedrock if you need the following items: tents, padded chairs, outdoor dance floor, specialty tables (8ft, sweetheart tables, cocktail tables, etc.) and specialty items.
1. **Speakers/Microphones/Tech**: If you are in need of a sound system for your event, we recommend contacting a local DJ for your sound needs. Your event coordinator can provide some suggestions for a local vendor.

Other Items:

* **Food:** Please direct the customer to contact Catering. Catering must approve an [exemption](https://www.ohio.edu/sites/default/files/catering_web_exemption_form-3.pdf) if you feel you qualify and can also assist with any linen needs. Customers may also need to complete an [Alcohol Permit](https://www.ohio.edu/student-affairs/sites/ohio.edu.student-affairs/files/sites/student-affairs/event-services/files/Alcohol-Sales-Usage-Application-2020.pdf) or [Food Permit](https://www.ohio.edu/student-affairs/sites/ohio.edu.student-affairs/files/sites/student-affairs/conferences/files/Catering%20Exemption%20Request%20Form%202018.pdf) if they wish to have food or alcohol at the event.
* **Inflatables:** Customers who want to bring inflatables for an event, will need to have proof of insurance per Risk Management. Please include Jeff Campbell (campbell@ohio.edu) from Environmental Health and Safety in your planning.
* **Animals**: Customers who would like to have animals at their event, should include Jeff Campbell (campbell@ohio.edu) from Environmental Health and Safety in their planning.
* **Porta Potties:** Please use Bobcat Buy to use our preferred vendors for Porta Potties. Please communicate the drop off and pick up time with your event coordinator Pick up and drop off times should be within your reservation.
* **Forms for your event can be found here:** <https://www.ohio.edu/facilities/forms>