

Welcome to the Buckeye Event Network (BEN) User Guide

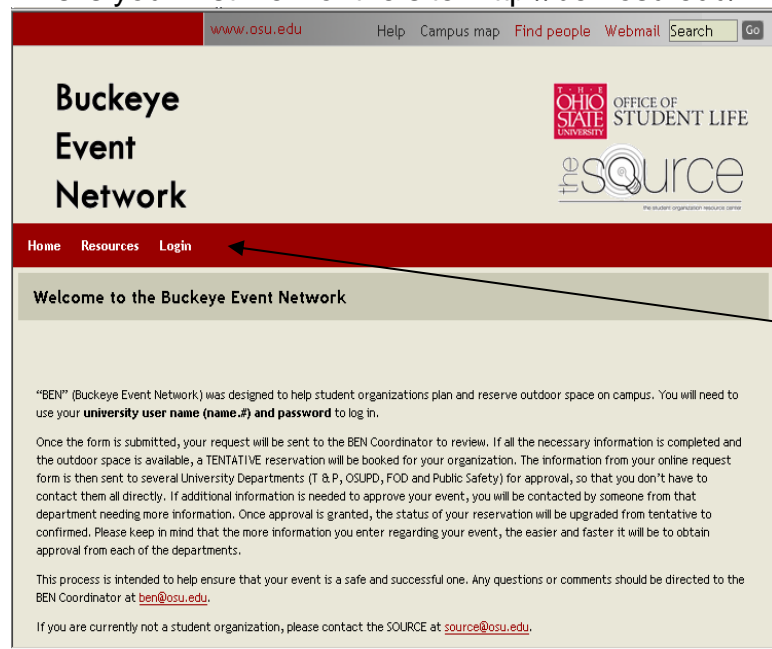
<http://ben.osu.edu/>

This User Guide will walk you through each step of the event request process. Scroll ahead if there is a particular step you need more information about or read through the whole guide to familiarize yourself with the entire process.

Steps to completing the BEN Event Request Form:

1. Login
2. Select Student Org
3. Click New or Previous Request
4. Complete Tabs
 - a. General Sponsor
 - b. Additional Services
 - c. Marketing
 - d. Food & Beverages
 - e. Budget
 - f. Submit Request

This is your first view of the site: <http://ben.osu.edu/>



Your first step is to login. Please note at this time BEN is only used by registered student organizations to request outdoor spaces. If your organization is not listed in the SOURCE directory, you will not be able to submit your event request through BEN.

The Ohio State University | www.osu.edu | Help | Campus map | BuckeyeLink | Find people | Webmail

You've requested a web page which requires a user login.

Identify Yourself
 Enter your "name.#"

 Examples: doe.1 or 234567890

Password or Passcode
 Enter your account password.
 BuckeyePass users, enter your Passcode.

Login

Why has this form changed?
[OIT Systems Status](#)
Need Help?
 Forgot your username or password?
 Call the Support Center at 614-688-HELP (4357)
[Change your password?](#)
[Need an OSU Internet Username?](#)
[Need a BuckeyePass Token?](#)

Other questions?
[About OSU Internet Usernames](#)
[About BuckeyePass Tokens](#)
[About OSU Web Login](#)
[Contact Technology Support Center](#)

IMPORTANT
 OIT will **NEVER** ask for your password via email, phone, or any other method.
 Never share your password with anybody. Please report any requests for your password to security@osu.edu.
 To protect your privacy, **completely exit your web browser** when finished.
 Login will remain in effect until you completely exit your browser or several hours have elapsed.

Enter your name.# and password to login to BEN.

www.osu.edu | Help | Campus map | Find people | Webmail | Search | Go

Buckeye Event Network

OFFICE OF STUDENT LIFE
 SOURCE
 the student organization resource center

Home | Resources | Login

Choose Organization:

- 24-7 Prayer
- 24-7 Prayer
- 3d Urban Dance Team
- 8th Floor Improv
- A Rocha at the Ohio State University
- Ability
- Acacia Fraternity
- Academic Team
- Academy of Managed Care Pharmacy
- Access Collaborative Organization for Studen-Parents Unified
- Accounting Association
- Acting On Aids

development team at info@studentlife.osu.edu

To start your request, choose your student organization name from this drop down menu. Organization names come directly from the SOURCE directory.

Helpful hint: Remember to look under "T" if your official organization name starts with "The."

www.osu.edu Help Campus map Find people Webmail Search Go

Buckeye Event Network

OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE
source

Home Resources Login

Choose Organization:

24.7 Prayer

Submit

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This page is maintained by: [Student Life](#)

If you have trouble accessing this page and need to request an alternate format, please contact the Student Life web development team at info@studentlife.osu.edu

Once you've selected your student organization, click "Submit."

If you have any questions throughout the process email the BEN coordinator at ben@osu.edu

Buckeye Event Network

OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE
source

Home Request Previous Requests Resources Logout

Event Request Form

New Request

	request_id	last_change_date	event_name	start_date	request_status
Select	200832413522889	7/14/2008 7:57:00 PM	Default Event Name	3/24/2008 2:00:00 PM	New
Select	200862015182889	6/20/2008 3:18:00 PM	Default Event Name	6/20/2008 3:18:00 PM	New

BEN FEATURES:

On each page of BEN you will see the headings "Home," "Request," "Previous Request," "Resources" and "Logout." The **"Resources"** section will be most helpful to you during the event planning process, and we encourage you to review it before submitting your event. You will find links to information on Coke donations, catering, facilities and services that may help you complete your request form.

Home Request Previous Requests Resources Logout

Event Planning Resources

- ▶ [Coke Marketing Funds](#)
- ▶ [Conference Services](#)
- ▶ [Facilities Operations & Development Event Planning Information](#)
- ▶ [Fawcett Center](#)
- ▶ [Medical Center Scheduling Form](#)
- ▶ [Office of Disability Services Interpreting Services](#)
- ▶ [Ohio Union Events to Go](#)
- ▶ [OUAB Collaborative Events Information](#)
- ▶ [Public Safety's Event Planning Guide](#)
- ▶ [Rec Sports Facilities Information](#)
- ▶ [SOURCE](#)
- ▶ [The Blackwell](#)
- ▶ [Traffic and Parking Event Parking Request](#)
- ▶ [University Catering](#)
- ▶ [University Registrar's Event Planning Guide](#)

Buckeye Event Network

OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE
 resource
The student organization resource center

Home Request Previous Requests Resources Logout

Event Request Form

[New Request](#)

	request_id	last_change_date	event_name	start_date	request_status
Select	200832413522889	7/14/2008 7:57:00 PM	Default Event Name	3/24/2008 2:00:00 PM	New
Select	200862015182889	6/20/2008 3:18:00 PM	Default Event Name	6/20/2008 3:18:00 PM	New
Select	20087141032889	7/14/2008 10:04:00 AM	Default Event Name	7/14/2008 10:04:00 AM	New
Select	200871419442889	7/14/2008 7:54:00 PM	Default Event Name	7/14/2008 7:45:00 PM	New
Select	200871419542889	7/14/2008 7:56:00 PM	Default Event Name	7/14/2008 8:00:00 PM	New
Select	200871419582889	7/14/2008 7:58:00 PM	Default Event Name	7/14/2008 7:58:00 PM	New
Select	200871512392889	7/15/2008 12:40:00 PM	Default Event Name	7/15/2008 12:45:00 PM	New

REQUEST

To create a new request click “New Request”

Your organization may have other BEN requests that are still **in progress** and have **not** been submitted. They will be listed here. You can “select” an in progress request and add/change details from this screen.

*Helpful hint: Remember to click “Save” at the bottom of each tab if you make changes to an **unsubmitted** event.*

Buckeye Event Network

OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE
 resource
The student organization resource center

Home Request Previous Requests Resources Logout

Previous Requests

	request_id	last_change_date	event_name	start_date	request_status
Select	20085201940834	5/23/2008 12:58:00 PM	BT day on Oval	5/28/2008 1:00:00 PM	Complete
Select	20083261148834	4/7/2008 8:11:00 AM	BT Day (#AAMEVK)	5/7/2008 1:00:00 PM	Complete
Select	2008241750834	5/23/2008 12:43:00 PM	BuckeyeThon Miracle Miles 5K (#AALOUX)	9/28/2008 12:00:00 PM	Complete
Select	20071271137834	12/7/2007 11:43:00 AM	Eve's Test Event	12/12/2007 1:00:00 PM	Complete
Select	20083141751834	4/3/2008 11:34:00 AM	Default Event Name	2/25/2008 6:00:00 PM	New
Select	20083261137834	3/26/2008 11:38:00 AM	Default Event Name	3/26/2008 11:38:00 AM	New

PREVIOUS REQUESTS

On the “**Previous Request**” screen you can select a previously **submitted** request and view it.

*Helpful hint: You cannot make changes to previous requests. To change details about a previous request contact the **BEN Coordinator** at 614-292-7531.*

Legal Statement

STATEMENT of INTENT (not Legal Statement) added:
 In consideration for using the Buckeye Event Network (BEN), I, on behalf of myself, the registered student organization that I represent and its respective members (collectively referred to as the "Requestor"), understand and agree to the following terms and conditions:

- o BEN is limited to the designated outdoor spaces indicated.
- o It may not be possible for the BEN Coordinator to take action on an incomplete request. The BEN Coordinator may attempt to follow up with the Requestor, but it is the Requestor's responsibility to include all necessary information with their request.
- o BEN requests are not considered approved until notice of confirmation is sent to the Requestor by the BEN Coordinator.
- o Space reservations are made on a first-come first-served basis and may be cancelled or rescheduled at any time at the sole discretion of the university. In the event of cancellation, the university may work with the affected student organization(s) to facilitate alternative space arrangements to the extent feasible.
- o By submitting a request, the Requestor certifies that the information provided is true and accurate to the best of their knowledge. Knowingly providing false or misleading information may result in referral

Do you agree to these terms? Yes

Continue

After you have logged in and if you are starting a new request, you must read the Legal Statement and click the box to agree then click "Continue"

Helpful hint: You cannot continue the request process unless you agree to the terms of the legal statement. You will need to agree to these terms for each event request.

General | Sponsor | Additional Services | Marketing | Food & Beverages | Budget | Submit Request

Name of Event
 How To Event

General Description
 Please include an itinerary, its purpose, etc.
 Setup will be beginning at 8am and the event opens at 10am. Open to all students the event will raise awareness for how to use the BEN program.

Date of Event
 Start Date: 7/16/2008 End Date: 7/16/2008
 Start Time: 12:45 PM End Time: 12:45 PM

Describe any additional time or date changes
 Please include expected end times for each portion of the event.
 Event will run 2 days, ending at 5pm each day.

GENERAL TAB
 After you've agreed to the legal terms you will enter the actual request form. Begin in the "General" tab by entering the name of your event in the first box, then give a description of the event in the second box, followed by the date and time of the event.

Helpful hint: Be specific in the description. If you plan to have "games" list the type of games – bean bag toss, relay races, etc. And be sure to include time for your setup and tear down in your time frame.

General | Sponsor | Additional Services | Marketing | Food & Beverages | Budget | Submit Request

Name of Event
 How To Event

General Description
 Please include an itinerary, its purpose, etc.
 Setup will be beginning at 8am and the event opens at 10am. Open to all students the event will raise awareness for how to use the BEN program.

Date of Event
 Start Date: 7/16/2008 End Date: 7/16/2008
 Start Time: 6:00 AM End Time: 12:45 PM

Describe any additional time or date changes
 Please include expected end times for each portion of the event.
 Event will run 2 days, ending at 5pm each day.

The date and time fields will give you calendar pop-ups so you can select your beginning and end dates as well as start and finish times.

Helpful hint: If your event will occur for multiple days, and each day will have different start and finish times, be sure to provide that information in the "additional time or date changes" box.

General | Sponsor | Additional Services | Marketing | Food & Beverages | Budget | Submit Request

Name of Event
How To Event

General Description
Please include an itinerary, its purpose, etc.
Setup will begin at 8am and the event opens at 10am. Open to all students the event will raise awareness for how to use the BEN program.

Date of Event
Start Date: 7/16/2008
Start Time: 6:00 AM
End Time: [dropdown menu]

Describe any additional information
Please include expected end time.
Event will run 2

Be sure to enter start and end dates as well as start and end times.

Desired location
Please check Location Availability on Webviewer.
[Location Availability \(Please Location Availability on WebViewer\)](#)
[View Oval Rules](#)
None [dropdown]
Other: [text box]

Possible alternate location
None [dropdown]
Other: [text box]

Rain location
RPAC will require a separate request with Recreational Sports.
None [dropdown]
Other/Room Number: [text box]

Anticipated Attendance
[text box]

Event open to
Check all that apply.
 Students Staff Public
 Faculty Alumni Other

You will now select the desired location for your event. Each location field offers a drop down menu. If your location is not listed in the drop down menu, select "Other" and list the location in the 'Other' box.

The Oval Rules are available here if you are considering Main Oval as your event location. Please review those before listing Main Oval as your desired location.

You should also estimate attendance here and who you are inviting. Many times we allow multiple events on the Main or South Oval, and we determine how many events can share the space based on attendance estimates.

Helpful hints: If you want your event to take place at multiple locations on the same day i.e. South Oval and Browning Amphitheater, select "Other" and list both in the "Other" box. It is a good idea to list an alternate location as our spaces do fill up quickly. We also suggest choosing a rain location. It may be necessary for you to complete additional event request forms if you chose a location that is reserved by another department outside of BEN such as Fred Beekman Park – you will be notified by email if that is the case.

Desired location
Please check Location Availability on Webviewer.
[Location Availability \(Please Location Availability on WebViewer\)](#)
[View Oval Rules](#)

Other
Browning Amphitheatre
Buckeye Lots
Drake Pavilion
Fred Beekman Park
Main Oval
Mirror Lake
None
Other
RPAC Pavilion
South Oval
Waxner Plaza

RPAC will require a separate request with Recreational Sports.
None
Other/Room Number:

Anticipated Attendance

Event open to
Check all that apply.
 Students Staff Public
 Faculty Alumni Other

Each location field offers a drop down menu. If your location is not listed in the drop down menu, select "Other" and list the location in the 'Other' box.

Please list any restrictions on attendance
Members only, register in advance, ticket sales, etc.

Has this event taken place before?
 Yes
 No
 Don't Know

Is this event planned to reoccur in the future?
 Yes
 No
 Don't Know

Save

Many of the questions are pre-filled to our most frequent answer. **Be sure to check each of these questions to see if they should change for your event.**

Helpful hint: Click "Save" at the bottom of the "General" tab page (and all others) before moving to the next tab. You will be able to go back and make changes before you submit.

Home Request Previous Requests Resources Logout

Event Request Form

General Sponsor Additional Services Marketing Food & Beverages Budget Submit Request

Organization
No Group

Primary Contact
Name:
Phone Number:
Whois ID: lastname.# meyer.683

Advisor
Name: Please enter
Phone Number:
Whois ID: lastname.# smith.17501

Consulted with Advisor?
 Yes
 No

SPONSOR TAB
You are now in the "Sponsor" Tab. The organization name you selected at the start of your request should appear here. You will enter specific contact information for your organization and any other organizations involved in your event.

Helpful hints: Please be sure to list the main event contact as "Primary Contact" so that we can contact you with questions. We also must have advisor information. You will not be able to submit your request unless this information is complete. If you are partnering with a non-University group, please be sure that you are informed about all aspects of the event. You will be our main contact and we will depend on you to supply timely responses to questions. Also be careful not to get taken advantage of by an outside organization looking to use your organization in name only so they can reserve space.

Consulted with Advisor?

Yes

No

Don't Know

Will another group(s), University or Non-University related, be involved with this event?
Sponsorship, aid in funding, aid in planning, having their members participate, etc.

Yes

No

Don't Know

If yes, please list the group(s).

We are partnering with Donatos pizza for our food giveaway.

Save

Helpful hint: Remember to click "Save" at the bottom of each tab page before moving to the next tab. You will be able to go back and make changes before you submit.

Event Request Form

General | Sponsor | **Additional Services** | Marketing | Food & Beverages | Budget | Submit Request

*** Most services in this section require additional costs. ***

Equipment needed
Table, chairs, tents, AV equipment, snow fence, etc.
Tents must be certified by the Columbus Fire Department.

Stage
The Oval generally prohibits staging.

Yes

No

ADDITIONAL SERVICES

In the "Additional Services" tab you will list aspects of your event that will require supplies or equipment from other departments or vendors. Please note that most services listed in this section require additional coordination and costs.

Helpful hint: Events to Go can supply much of the "equipment needed." If you indicate that you need equipment, you will receive an email from Events to Go inquiring about your need (or a quote if you provide specific details in your original BEN request).

Amplified Sound
Please note there are rules for [amplified sound on campus](#).

Yes

No

Electricity

Yes

No

Cable Television

Yes

No

Internet Lines

Yes

No

Restrooms

Yes

No

Continuing in the "Additional Services" tab, you will want to double check the default answers and change them as they apply to your event. Please note we do have specific rules about amplified sound; you can click the link for more information. Answering "yes" to many of these questions will require additional coordination with Facilities to ensure you have the proper AV connections on the day of your event.

Running Water
 Yes
 No

Phone Lines
 Yes
 No

Trash Receptacles
 Yes
 No

Trash Removal
 Yes
 No

Other/Unusual Activities
 Plane fly-overs, helicopter landings, fireworks, etc.
 [Text area]

Cleaning up your event is vital. Be sure to provide or arrange for trash receptacles and trash removal. If you leave an event area in disarray, it could impact your organization's ability to reserve spaces in the future.

Please list any security and safety needs
 Police Officers, Medics, Fire Department, Campus Safety, Metal detectors, etc.
 Ohio State reserves the right to require certain security measures.
 [Text area]

What items will be sold on site?
 Tickets, merchandise, food, beverages, etc. Please note due to some Ohio State exclusive contracts, there are certain items prohibited to be sold or used on-campus for events.
 [Text area]

Will there be cash transactions?
 Yes
 No

How will attendees be arriving?
 Foot, Car, Bus
 [Text area]

OSUPD and Traffic and Parking are two of the departments that will review your event. If they see a reason that your event may need their services they will contact you. They may also advise you to choose another date, time or location if they know the time or area you've chosen is going to be very busy that day.

Helpful hint: Plan early and be as flexible as possible with your dates, times and location preferences.

What anticipated traffic control needs will you have?
 Road closures, everyone arriving at the same time, everyone departing at the same time, rush hour, sporting event conflicts, etc.

Where will attendees be directed to park?
 Surface lots, Parking Garages, off-campus, etc.

Are there any special parking needs?
 Buses, Trucks, Trailers, proximity to event, etc.

Are there event-related items that would limit access for those with disabilities?

Yes
 No
 Don't Know

You will be responsible for following up with OSUPD and Traffic and Parking for special event needs.

General | Sponsor | Additional Services | **Marketing** | Food & Beverages | Budget | Submit Request

How do you plan to market your event?
 Lantern Ad, Flyers, Chalkings, etc.
 Please remember by filling out this form, this event is not approved and therefore *should not be marketed until it is approved.*

Do you want this event listed in the university calendar?

Yes
 No

Do you plan to invite media to your event?

Yes
 No
 Don't Know

MARKETING TAB
 In the “Marketing” tab you should tell us how you plan to advertise your event and what type of media (if any) you anticipate. Please note that marketing efforts are up to you. This is just a way for us to know how much publicity the event will receive.

Would there be a cause for the media to attend your event?

Yes
 No
 Don't Know

Please list any issues or factors:
 Celebrity Guest, Political Content, Controversial Content, Possible Protesters, etc.

Save

Remember to click “Save” at the bottom of this and all other tabs.

General | Sponsor | Additional Services | Marketing | **Food & Beverages** | Budget | Submit Request

Are you planning on providing food?

Yes
 No
 Don't Know

If yes, will it be sold or given away free of charge?

Sold
 Free
 Don't Know
 Not Applicable

Are you planning on providing beverages?

Ohio State has an exclusive contract with Coca-Cola.

Yes
 No
 Don't Know

FOOD & BEVERAGE TAB
 Whether or not your event will have food and beverages, you will need to review & complete the “**Food & Beverages**” tab.

Helpful hint: If you are planning to have your event on Main Oval, you'll want to review the Oval Rules on food, and if you plan to apply for a Coke grant, you can find information in the “Resources” area.

If yes, will it be sold or given away free of charge?

[View the Coke Request Form.](#)

Sold
 Free
 Don't Know
 Not Applicable

Would you like information about serving alcohol at your event?

Ohio State's policy is typically no alcohol unless the majority of the audience is 21 and over and measures are implemented to control consumption.

Yes
 No
 Don't Know

Who is providing food and/or beverages for this event?

Caterers, Sponsoring Restaurants, etc.

Please list their contact information.

Phone numbers, email, and websites

Other comments regarding food and beverages.

Save

All food distributed at events must be provided by a licensed caterer or be pre-packaged.

General | Sponsor | Additional Services | Marketing | Food & Beverages | **Budget** | Submit Request

Treasurer

Name:

Phone Number:

Whos ID: lastname.#

Do you have sufficient funds for this event?

Yes

No

Did you request funds from Council on Student Life through the SOURCE?

Yes

No

Planning to Request

If yes, please enter your funding request id.

BUDGET TAB

You will be required to secure your own event funding and pay all bills at the conclusion of your event. In the “**Budget**” tab, you will detail your funding and let us know that your event is financially stable. Unpaid bills could impact your organization’s ability to reserve space in the future.

Did you request funds from Council on Student Life through the SOURCE?

Yes

No

Planning to Request

If yes, please enter your funding request id.

Please copy and paste your budget information

Save

The “Budget” tab is the last information tab in the BEN process. Be sure to click “Save” before leaving the “Budget” tab. You will be able to change your information before you submit.

Home | Request | Previous Requests | Resources | Logout

Event Request Form

General | Sponsor | Additional Services | Marketing | Food & Beverages | **Budget** | Submit Request

Please do not forget to click “Submit Request” after you are finished confirming your information so your request can be reviewed.

Submit Request

Name of Event

How To Event

General Description

Please include an itinerary, its purpose, etc.
Setup will begin at 8am and the event opens at 10am. Open to all students the event will raise awareness for how to use the BEN program.

Date of Event

Date: Wed Jul 16, 2008
Start Time: 6:00 AM
End Time: 12:45 PM

Describe any additional time or date changes

Please include expected end times for each portion of the event.
Event will run 2 days, ending at 5pm each day.

SUBMIT REQUEST TAB

When you have completed/reviewed **ALL** tabs you will get one last chance to review all your information. Scroll down on the “**Submit Request**” tab to review all your event details. If you need to make a change, do so **BEFORE** clicking “Submit Request.” Go back to the tab where the change needs to be made, edit the information, click “Save” at the bottom of the page, and return to the “Submit Request” tab.

Home Request Previous Requests Resources Logout

Event Request Form

General Sponsor Additional Services Marketing Food & Beverages Budget Submit Request

The request will not be submitted until the primary contact information is filled out under the Sponsor tab.

Please do not forget to click "Submit Request" after you are finished confirming your information so your request can be reviewed.

Submit Request

Name of Event
How To Event

General Description
Please include an itinerary, its purpose, etc.
Setup will begin at 8am and the event opens at 10am. Open to all students the event will raise awareness for how to use the BEN program.

Date of Event
Date: Wed Jul 16, 2008
Start Time: 6:00 AM
End Time: 12:45 PM

If you've left required fields blank anywhere on the request form, the system will not allow you to submit your request. You will see a notification like this at the top of the page when you try to submit. Go back to the tab, enter the necessary info, and go back to the "Submit Request" tab.

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Buckeye Event Network

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Home Request Previous Requests Resources Logout

Thank You

Thank you for submitting your form. An event coordinator will respond to your request shortly. Your Event Registration Number is #200871612442889.

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This page is maintained by: [Student Life](#)
If you have trouble accessing this page and need to request an alternate format, please contact the Student Life web development team at info@studentlife.osu.edu.

You will see this screen when your event has been submitted. It would be helpful to retain the Event Registration Number so we can find it in our system if there is an error in the submission process.

Helpful hint: You will not be able to go back and make changes to your event now. To change details about a SUBMITTED request, contact the BEN Coordinator at 614-292-7531.

BEN will also generate an email like this to the primary event contact and your advisor.

[BEN NEW REQUEST] Request ID: 200871612442889 Event:How To Event - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: ben@osu.edu Sent: Wed 7/16/2008 1:05 PM

To: smith.17501@osu.edu; meyer.683@osu.edu

Cc:

Subject: [BEN NEW REQUEST] Request ID: 200871612442889 Event:How To Event

[Event Request: 200871612442889](#)

You are receiving this email because an outdoor event request has been submitted for the student organization you're affiliated with. Below you will see the event number and a link to review the event. In order to log on, you will need to use your name # and password and select the appropriate student organization and review the request. Please contact ben@osu.edu if you have questions or concerns.

Once your event is submitted, it will take about a week for the BEN Coordinator and/or other campus departments to review it. If there are not many questions, the event should be approved in about a week. If it is a large or complex event, it may take up to 2 weeks to receive all the necessary approvals and confirm your event. Please check your email regularly during the review period in case we contact you for more information. The quicker you respond to our questions, the sooner we'll be able to confirm the event.

If you have additional questions or comments not addressed in this guide please contact the BEN Coordinator at 292-7531 or ben@osu.edu. Thank you!