

Top 10 Tips for Throwing a Successful Event

1. **Plan ahead.** You should contact an event planner and caterer 3 to 12 months ahead of time for any sizable event, such as a banquet, dance, conference, concert, or other event where more than 100 people will be attending. **Do this before you send out invitations or advertisements.**
2. **Be prepared if your event is outside.** Consider renting a rain site or tent for bad weather. Don't forget you will also need garbage cans, and possibly fencing, electricity, heaters, extra lighting, or extra ice.
3. **Read contracts carefully, even the boring parts.** It will save you money and headaches down the road. The contract is what the facility or business will provide for you; if you don't see something on the contract, you won't see it at the event. It also states what your obligations are, which are very important to know.
4. **Find out the maximum capacity of the room for the way you want it set before you invite people.** Buffets, stages, award tables, etc. all take space away from the room, which will affect how many guests the room can accommodate.
5. **If money is tight, seek donations or co-sponsorship.** Some companies, such as florists and caterers, may be willing to donate their product in exchange for advertising. Look up alumni associated with your organization and ask for their help, or see if another student organization or academic department would co-sponsor your event. If you do co-sponsor an event, make sure your facility contact knows who is co-sponsoring and who is paying for the event.
6. **Negotiate with caterers.** Most will customize menus and many will negotiate prices. They can do more for you if you give them a budget to work with. Make sure you are clear when discussing prices; a "per person" price is usually just for food and does not include delivery, service, china, linen, or decoration.
7. **Think about paying for extras that will make your event a success.** Rental of items like dry erase boards, professional a/v or sound equipment, or extra servers could make a big difference in the success of your event. Linen, decorations, and extra lighting may go far in giving you the ambiance you want.
8. **Take advantage of what the Ohio Union has to offer.** The Source offers many free things to active registered student organizations such as graphics services, equipment and a fun & helpful staff. Visit their website at <http://ohiounion.osu.edu/studentorgs/orgs.asp> for more information. We also offer a rental service called Events To Go. You can rent tables, chairs, AV equipment, AV techs and other items. For a complete list of rental items and pricing, visit our website at http://www.ohiounion.osu.edu/eventservices/event_rates.asp
9. **Don't Use Acronyms.** Due to the large number of student organizations at Ohio State University, sometimes several groups will have the same acronyms. For record keeping purposes, please use the full name of the organization when making reservations and marketing your event.
10. **Ask yourself these common questions.** For every event that occurs, some basic information is required. Think ahead and be prepared to answer these questions:
 - Date of event
 - Event Name
 - Purpose of Event
 - Event Start Time and End Time (and if additional prep time is needed longer than ½ hr.)
 - Number of People Attending
 - Room Preference
 - Name, Preferred Billing Address & Telephone of the Contact Person
 - Event Type (meeting, banquet, special event, etc.)
 - Equipment, including tables, chairs, and Audio Visual needs
 - If the event involves food and/or alcohol
 - Payment information

Frequently Asked Questions about Events with the Ohio Union

1. What is Events To Go?

With the Ohio Union under construction, we have started a rental service called Events To Go. You can reserve furnishings such as tables & chairs, as well as AV equipment like laptops or LCD projectors. For a complete list of rental items and pricing, please check out our website at http://www.ohiounion.osu.edu/eventservices/event_rates.asp

2. Are there any special requirements to receive the discount?

To be eligible to receive student organization discounts, student organizations must be **registered** and **active**. If an organization does not meet those requirements, they will need to contact the **SOURCE** at **292-8763** to make any needed updates. Student organizations that are not active or registered do have the option of paying for their reservations at University User rates.

3. Are there free meeting rooms available on campus?

We know that free meeting space is in higher demand now that the Ohio Union is under construction. So, we are able to reserve classroom space for your registered student organization in many of the classroom pool buildings. For a complete list of buildings, check out the scheduling office's website <http://www.ureg.ohio-state.edu/ourweb/scheduling/SchedulingContent/Event.html>. Click on the classroom list link. Although they are part of the classroom building list, we can not schedule rooms in Drinko, Hughes, Newton, Postle, Shoenbaum, Sullivant or any of the medical college buildings.

4. What are my catering options?

University Catering (688-3562) is the preferred caterer of The Ohio Union. For more information, contact an Event Planner or visit their website: <http://universitycatering.osu.edu/>

5. Why do I need to reserve space? Can't we just find an empty room?

To ensure fairness for all student organizations reserving space and because certain spaces are not free of charge, reservations are required. Groups using space that has not been reserved will be asked to vacate that space. If you do not wish to or cannot use your reserved space, we ask that you let us know as soon as possible.

6. When should I make reservations?

Reservations are made on a 1st come, 1st served basis. Student organizations may make room reservations up to 1 quarter in advance once the office of scheduling has booked all the classes and exams for the quarter.

7. How can I make a reservation?

There are several ways to make a reservation. It is strongly recommended that you place your request at least 14 working days prior to your event to ensure space availability.

-If your event is *less than 72 hours away*, then you must either:

Walk-in: Come to The Ohio Union at the Stadium on the northeast side between gates 22 and 24 OR

Phone: Call the Event Services Office at 292-5200 and speak with an Event Planner directly.

-If your event is *more than 72 hours away*, besides the above options, you may also:

Email: Visit the Event Services website to fill out the online reservation request form

http://www.ohiounion.osu.edu/eventservices/event_reservation.asp

8. What do I do with the confirmation I receive?

Read and review your confirmation. You must sign and return it before your event takes place. By signing it, you verify that you have read it and agree to the pricing and items booked for your room. Do not assume something will be in your space unless you specifically request it in your reservation. If you have reserved classroom space, you need not sign and return the confirmation form.

9. What about booking outdoor space?

These spaces are booked by the office of scheduling only. You must fill out their online request form at <http://www.ureg.ohio-state.edu/apps/webrequest/eventrequest.asp>. Additional information may be required.

**Event Service Office - 1961 Tuttle Park Place - NE side of the Stadium between gates 22 & 24
(614) 292-5200**

eventplanner@ohiounion.osu.edu

<http://ohiounion.osu.edu/eventservices/>