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

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.”
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

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.
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.

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.
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 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.

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.
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.
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.

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.

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.
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).

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.

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.
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.

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.*
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.

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

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

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

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.

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