

## Welcome to the Buckeye Event Network (BEN) User Guide

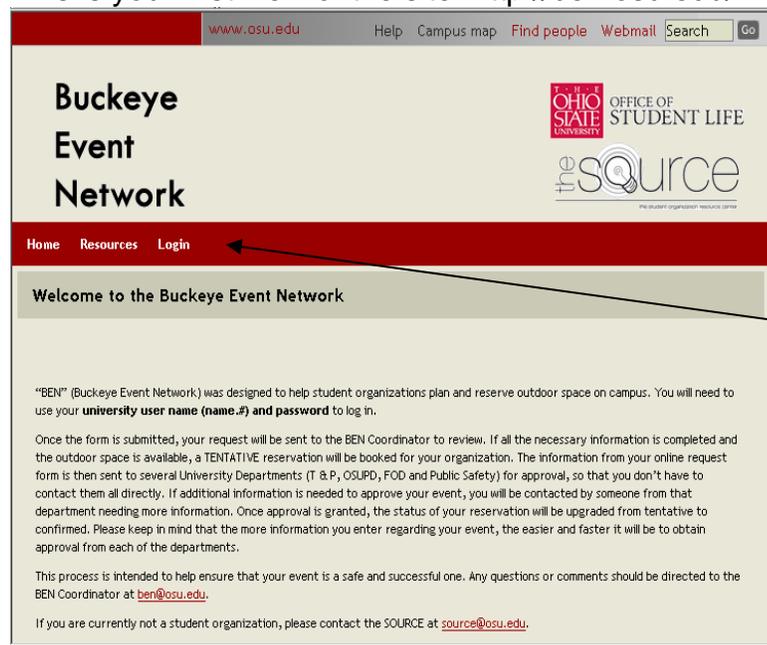
<http://ben.osu.edu/>

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](mailto: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**

OHIO STATE UNIVERSITY 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](mailto: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

Copyright 2008, Ohio Union | 1961 Tuttle Park Place | Columbus, OH 43210 | (614) 688-INFO | [ben@osu.edu](mailto:ben@osu.edu)

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](mailto: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](mailto: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
<a href="#">Select</a>	200832413522889	7/14/2008 7:57:00 PM	Default Event Name	3/24/2008 2:00:00 PM	New
<a href="#">Select</a>	200862015182889	6/20/2008 3:18:00 PM	Default Event Name	6/20/2008 3:18:00 PM	New
<a href="#">Select</a>	20087141032889	7/14/2008 10:04:00 AM	Default Event Name	7/14/2008 10:04:00 AM	New
<a href="#">Select</a>	200871419442889	7/14/2008 7:54:00 PM	Default Event Name	7/14/2008 7:45:00 PM	New
<a href="#">Select</a>	200871419542889	7/14/2008 7:56:00 PM	Default Event Name	7/14/2008 8:00:00 PM	New
<a href="#">Select</a>	200871419582889	7/14/2008 7:58:00 PM	Default Event Name	7/14/2008 7:58:00 PM	New
<a href="#">Select</a>	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
<a href="#">Select</a>	20085201940834	5/23/2008 12:58:00 PM	BT day on Oval	5/28/2008 1:00:00 PM	Complete
<a href="#">Select</a>	20083261148834	4/7/2008 8:11:00 AM	BT Day (#AAMEVK)	5/7/2008 1:00:00 PM	Complete
<a href="#">Select</a>	2008241750834	5/23/2008 12:43:00 PM	BuckeyeThon Miracle Miles 5K (#AALOUX)	9/28/2008 12:00:00 PM	Complete
<a href="#">Select</a>	20071271137834	12/7/2007 11:43:00 AM	Eve's Test Event	12/12/2007 1:00:00 PM	Complete
<a href="#">Select</a>	20083141751834	4/3/2008 11:34:00 AM	Default Event Name	2/25/2008 6:00:00 PM	New
<a href="#">Select</a>	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**

**General Description**  
 Please include an itinerary, its purpose, etc.

**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.

**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**

**General Description**  
 Please include an itinerary, its purpose, etc.

**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.

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 beging at 8am and the event opens at 10am. Open to all students the event will raise awarress for how to use the BEN program.

**Date of Event**  
Start Date: 7/16/2008  
Start Time: 6:00 AM  
End

12:00 AM	12:15 AM	12:30 AM	12:45 AM
1:00 AM	1:15 AM	1:30 AM	1:45 AM
2:00 AM	2:15 AM	2:30 AM	2:45 AM
3:00 AM	3:15 AM	3:30 AM	3:45 AM
4:00 AM	4:15 AM	4:30 AM	4:45 AM
5:00 AM	5:15 AM	5:30 AM	5:45 AM
6:00 AM	6:15 AM	6:30 AM	6:45 AM
7:00 AM	7:15 AM	7:30 AM	7:45 AM
8:00 AM	8:15 AM	8:30 AM	8:45 AM

**Describe any additional**  
Please include expected end  
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

Other:

**Possible alternate location**

None

Other:

**Rain location**  
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

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.

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.

**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.

**Will there be cash transactions?**  
 Yes  
 No

**How will attendees be arriving?**  
 Foot, Car, Bus

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

*Helpful hint: 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.*

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

## Buckeye Event Network

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

Home Request Previous Requests Resources Logout

### Thank You

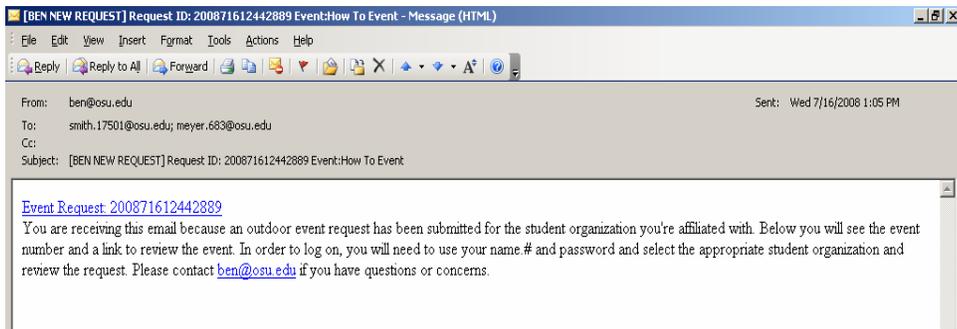
Thank you for submitting your form. An event coordinator will respond to your request shortly. Your Event Registration Number is #200871612442889.

Copyright 2008, Ohio Union | 1961 Tuttle Park Place | Columbus, OH 43210 | (614) 688-INFO | [ben@osu.edu](mailto:ben@osu.edu)  
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](mailto: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.



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](mailto:ben@osu.edu). Thank you!