



Ohio Union Event Services: Event Planning Checklist

Use the following checklist as a way to keep track of your event progress. To ensure a successful event, always provide the Ohio Union Events team with detailed information as far in advance as possible.

1 Pre-Planning For Your Event

(Ideally 10 weeks before your event)

- Determine objective of your event
- Determine the budget for your event
- Determine the anticipated guest count and desired set up go.osu.edu/OhioUnionEventSpaces
- Determine desired event date, alternate dates and event start and end time
- Determine if you need catering at your event go.osu.edu/OhioUnionCatering

2 Reserve Your Space with Ohio Union Events

- Contact the Ohio Union Administrative Office
 - Request event space online at go.osu.edu/OhioUnionEventRequest
 - If there's catering, please confirm at least 8 weeks in advance
 - If there's no catering, reserve your space at least 4 weeks in advance
- Wait for your preliminary confirmation email from the Administrative Office
- Return signed Event Confirmation and make deposits, when applicable – see Policies and Procedures go.osu.edu/OhioUnionPolicy

3 Connect with Your Event Coordinator

(Upon event confirmation)

- Communicate your expectations for your event
 - Provide the event itinerary (overall event schedule), including personal set-up time
 - Provide vision for all event components (AV, room setup, catering, decor)
 - Provide program outline / show flow
- Ask any questions you may have
- Determine post-meeting action items and deadlines

4 Be Aware of Deadlines

- Make additional remaining deposits, when applicable
- Catering menu selections are due 3 weeks prior to the event
- Event setup and AV needs due 2 weeks prior to the event
- Final guest count is due 1 week prior to the event

5 Day-of-Event

- Contact Event Coordinator or Building Manager upon arrival
- Confirm accuracy of room set up
- Check-in with A/V staff and have sound check if necessary
- Set up any decor or registration materials you have brought

6 After Your Event

- Submit your post-event evaluation (link will be provided to you in email)
- Finalize payment for all services
 - You will receive a final invoice within 3 weeks of your event
- Inquire about availability to host your event again!

7 Ohio Union Contacts

Ohio Union Events: 614-292-5200 | ohiounionevents@osu.edu

Ohio Union Information Center: 614-688-4636

Building Manager: 614-402-4335

Loading Dock: 614-247-7467 | go.osu.edu/OhioUnionLoadingDock

Security: 614-247-6242

8 Additional Resources

Hours of Operation: go.osu.edu/OhioUnionHours

Parking: Convenient parking is available in the Ohio Union South Garage; and is managed by CampusParc: osu.campusparc.com

All rooms are equipped with: Built-in LCD projectors, projection screens, laptop connection, Blu-Ray disc player and complimentary Wi-Fi