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*ideas provided are most applicable for events in the Student Union*

What is the event title?

What date(s) do you plan to have the event?
- Are you more than 10 days out?
- Do you intend for this to be a recurring meeting?
- Do any of the dates conflict with the University calendar

What is the purpose of the event?
- Does this event align with your organization’s vision, mission, and values?

What type of event is this?
- Banquet
- Social
- Regular Business Meeting

Where is the event happening?
- Student Union room request includes:
  - Student Union Indoor Room Request
  - Bennett Memorial Chapel Request
  - Wes Watkins Center Room Request
  - Tabling Request
  - Flyer Posting Permit
  - Chalking Permit
  - Gameday Tailgate Request
  - Outdoor Event Request
- Registrar’s website for college or regular university room reservations
- Colvin
- Small Meeting Locations:
  - Education - https://education.okstate.edu/about/room-reservations.html
  - Spears - https://busapps.okstate.edu/reserve/rooms
  - Edmon Low Library
- Alternative space rental forms?

What day is the event? What time?
Who is planning the event?

- Officer/VP/Director/etc. person planning event or student org general email address
- Advisor signing off on the event
- **Registered** student org:
  - [Student Org Planning Permits](#)
Will you have assistance in planning the event?

- Committees from student org
- OSU departments
  - Student Union Directory
  - OSU System Directory
- Student volunteers
- Stillwater Community vendors
- Advisor support

Would you like food at the event?

- Catering Contact: catering@okstate.edu
- Celebrations Catering Menu
- Food Waiver
  - NOTE: Filling out this waiver doesn't guarantee approval, this is only a request. Please send all food waivers to elisabeth.amason@okstate.edu

Will you need audio or visual services?

- Computer/laptop
- Television
- Projector/screen
- Speakers
- Presentation
- Microphones
- Special Lighting - there is an upcharge for these
- Other:

What are the expenses to host this event?

- What is your student org account info: Campus Link page with access from Advisor or Officers
- Pcard information
- Fundraising opportunities
- NOTE: If you have an event through Meeting & Conference Services or Catering, you will only be able to remove the taxes by using a Bursar or CVI. Taxes will be applied if a check or credit card is used instead.
Who is the target audience for this type of event?

- Current members, potential members, OSU community, Stillwater community

Do attendees have to pay to attend?

- Make sure you make all deposits within 24 hours into the Bursars office into your student org account
- If there is payment required for the event, there will be a charge for the room rental. Students can contact meetings@okstate.edu for all pricing information.

How are you recording # of attendees?

- Swipe card
- QR code from Campus Link page
- Laptop registration form
- Pictures during event

What is the event capacity?
How will you advertise this event?

- Marketing request form
- Slate request form
- MCS poster policy
- FedEx contact: usa0124@fedex.com
- Chalk policies
- Tabling
- A-Frame request
- Create CampusLink page for event
- CampusLink outreach emails

Have you added your event to CampusLink?

- CampusLink

Have you added your event to OSU Calendar?

- OSU Event Calendar

How often will you post on social media?

What content do you need in order to post on social media?
PREPARATION TIMELINE

1 month before the event
- Funds raised/cost allocated to pay for event
- Food (if applicable)
- Initial reach out to catering@okstate.edu about catering details for event
- Outreach emails to invite guests to the event
- All advisors have approved of event logistics

3 weeks before the event
- Graphic request submitted
- Create a list of necessary purchases and create a timeline of when you need to buy them
- Start purchasing supplies that take longer to ship from any third party vendors/suppliers

2 weeks before the event (at least)
- Login with your OSU short username
- Below is the information you will need to submit for the Student Union Room Request form
  - Alternatively stop by MCS office (Student Union room 179 – 405-744-5232 – meetings@okstate.edu)
- Student Union Room Request Form
  - Date
  - Time
  - Location
  - No. of Attendees
  - Setup Type according to Student Union Meeting and Conference Services (Choose one):
    - Banquet round table
    - Banquet square table
    - Cafeteria
    - Chevron
    - Classroom
    - Clear Room
    - Conference
    - Crescent (round tables)
    - Four-Top tables
    - Herringbone
    - Hollow Square
• Perimeter Square
• Reception round table
• Reception square table
• Theatre
• Tiered classroom
• U-Shape

- Audio Equipment:
  • Student Union - Bluetooth Conference Phone
  • Student Union - Boom Mic Stand
  • Student Union - Lapel Microphone
  • Student Union - Lapel Microphone for Piano Use
  • Student Union - Microphone Stand
  • Student Union - Portable Sound System (indoor)
  • Student Union - Wired Microphone
  • Student Union - Wireless/Handheld Microphone
  • Wes Watkins - Jabra Microphone
  • Wes Watkins Portable Sound System

- Computing:
  • Student Union - Ethernet Cable
  • Student Union - HDMI Cable
  • Student Union - Laptop
  • Student Union - Slide Advancer/Pointer
  • Student Union - VGA Cable

- Lighting Equipment:
  • Student Union - Battery Uplight
  • Student Union - Regular Uplight
  • Student Union (Theater) - Light Tree

- Video Equipment:
  • Student Union - TV Cart (55" HDTV)
  • Student Union (Theater) Projector & Screen Large

- Account Number

- Will food be served at the event?
- Is this event, activity, or program related to the mission of the University?
- Please provide a description of your planned event activities
- Will you be charging for the event?
- Select your payment method.

1 week before the event
- Food menu and quantity determined and sent to MCS
- Marketing materials distributed around campus and/or posted on social media
- Communicate with all volunteers for the event to distribute tasks/set event expectations
- Send out a final reminder email to participants you want at the event including:
  - Event time, location, and date
  - High points of the event
- Any required material participants need to bring to participate
- Point of contact for questions (student org email address)
  o Purchase any week of supplies needed
  o Confirm with mcs@okstate.edu room set up and all supply needs

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**DAY OF CHECKLIST**

- The laptop is charged & ready
- The camera and/or phone is charged & ready
- Organization branded attire to be worn
- Made a day of plan
- Printed out day of plan or equivalent
- Assigned members to roles during the event
- Communicated roles to members
- Assigned times for members to be there
- The catering order has been confirmed
- Gathered materials needed for event
- Decorations
- Things used during the event
- Supplies checklist example
- Card Swiper
- Camera
- Marketing materials
- Speaker
- Miscellaneous event supplies
- Signs for events, if applicable
- Clean up plan is made
- Filled out Post-Event Evaluation
- Recognized my committee and other volunteers for their efforts