



DEPARTMENT OF
CAMPUS LIFE

HOW TO PLAN YOUR NEXT EVENT

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EVENT STRUCTURE

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>
 - Architecture - <https://ceat.okstate.edu/arch/room-reservation.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](#)



VENDORS

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.



TARGET AUDIENCE

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?



MARKETING

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



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