

Event Planning Checklist

Here's a helpful checklist for planning event/programs on campus. Certainly not all of these will apply to every event, but hopefully this will cover most situations.

- **Secure your location first!** You cannot book/contract an event without having first secured the site. Availability of site will often determine the date of your event. Also, check for other events that might conflict or overlap.

- **Sound for events**
 - As soon as you book the event, **BOOK THE SOUND** if necessary.
 - Two tried and true recommendations: SRO/Integrity sound: call Janet at 743-8461. EDGE Entertainment: call Kenneth Knoll at 853-4822
 - The sound guys will need: all the technical requirements, when and where the event is, when they can start setting up, when the event will be over, etc.
 - Don't forget for outdoor sound (and in some buildings), you must talk with Physical plant about **power supply**.

- **Security**
 - Having security is necessary no matter where the event is if there is alcohol present and/or more than 100 people expected to attend. All events in the Hut require security because of the availability of alcohol.
 - Use a Request for Security form; it requires your account # to bill for the service.
 - In the interest of Safety, the Dean of Students may determine that additional security is necessary for certain events.

- **Events in ACAC**
 - Reserve the room with Tammye, in the Administrative Offices, 2nd Floor, (x 2968) ASAP! Great Hall books up months in advance and the other rooms become booked quickly as well.
 - Tammye can take care of securing this for you, but you **MUST** arrange that and go over the details of the event with her.
 - Each room in ACAC has different possibilities for set-up and arrangement...availability of the room can sometimes depend on how you want things set-up. Go over all of that with Tammye.
 - ACAC only has sound equipment available for speakers/lectures, not bands or music – arrange for that with Tom Jurena.

ACAC's facilities	Seating	
	Theatre	Banquet
Great Hall A (the front half with stage):	375	224
Great Hall B (back half):	126	104
Great Hall C (entire room):	600	400
Gallery	107	80
Choteau	98	64
Alcove	72	48
Administrative Conference Room.	16	16

➤ Event Outdoors

- Hurricane Alley, Harwell Field, Reynolds Center or Bayless Plaza, call Juanita (x 5223)
- For other outdoor spaces call Physical Plant or the director of the building that is in close proximity to the area requested.
- Physical Plant can provide outdoor power supply, staging, trash cans, etc. You must fill out a Request for Service form. Be as specific as possible on this form and attach a diagram. It must be signed by your advisor and be sure to include your account # for payment. Call Mike Sheehan (x 3398) if you have questions about what Physical Plant can and can't do for you.
- Tulsa City Ordinance for outdoor amplified music: NO amplified music after 10pm on weeknights and 11pm on weekends.
- There are no sound systems on campus available for outdoor use. Physical plant will have to provide power. If you are having a band, find out from them exactly how much power they will need.
- For all outdoor events you'll have to use ABCO Rentals for tables and chairs. TU doesn't have any table/chairs available for outdoor use. If you have Dining Services outside, you must remember to order tables for them as well, they don't have their own. Remember to get plenty of trash cans as well.
- If you are getting a TENT – A-1 Tent Rental has done this for us for years. If you are getting a large tent, you must get a TENT PERMIT from the City of Tulsa. Smaller tents do not require a permit. Be sure and let physical plant know about the tent location....they will mark the sprinkler heads so that they aren't damaged by the tent stakes.
- If you are having a bonfire or any fire, you must let Mike in the Physical Plant know. He will instruct you on how to get a fire permit from the Tulsa Fire Marshall. The cost for the permit is \$50.00.

➤ **Other Sites available (and extension to call for reservations)**

- Chapman Hall and Lorton Auditorium: x 3795
- BAH: x 3184 for BAH 121,211, and 213
- BAH: x 3985 for BAH 219 and classrooms
- Collins Fitness Center: x 2555
- John Rogers Hall: x 2401
- Keplinger: x 2973
- Shaw Alumni Center: x 2555
- Storm Shelter: x 2707
- Tyrell Hall: x 2262

When using classrooms, PLEASE be sure to return the room to the set-up you found it in....many times there will be a class arriving the next morning.

Make sure you clean up after yourselves!

➤ **Publicity**

- Do not release the name of the performer and/or publicize their performance until contracts are completed. When the contracts are signed, publicize all over!
- All posters need a Disclaimer

➤ **Lodging for a guest**

- The contract/rider will specify what type of lodging needed (king or double, smoking or non-smoking, etc). If not, ask to make sure. Be sure to reserve the room as soon as the event is booked.
- Put the room in the guest's name, but be sure to let them know it's for your TU organization. **Many hotels give TU a discounted rate.** Typically you should only pay for the artists' room and possibly meals, but no other incidentals like phone calls, movies, etc. Go over that with the reservation clerk. **Many hotels will accept purchase orders and direct bill for the room.**
- Get a confirmation number and be sure to get that to the artist as well.

➤ **Hospitality for the guest**

- Check the rider and with the agency on their exact needs.
- The easiest thing is to have Dining Services take care of it or have them use room service at the hotel.
- For smaller events however, sometimes it works out better for you and Dining both if you run to a grocery store (check with Dining first! Make sure it's under \$100 of course).

- After you've purchased the stuff, save your receipt for reimbursement. All food purchases must be reimbursed by check request.

➤ **Transportation for guests**

- If flying in, arrange for transportation from the airport to the hotel, the hotel to TU, back to the hotel, and then back to the airport. Get the travel itinerary from the agent or artist ASAP
- The many hotels offer a shuttle to and from the airport.
- Please be sure your car is relatively clean and that you know where you are going.
- If you don't know what they look like make a sign with their last name on it and wait at baggage claim.
- When you drop them off, make arrangements for the next pick up. If you aren't the one that's going to pick them up, let them know. It's best that the same one or two people take care of it.
- If the artist wants to be picked up by a professional driver, Galaxy Limousine or First Class Limo are good companies to use.

➤ **Prizes**

- Giving away door prizes is fine, but you cannot do a raffle. A raffle is considered a game of chance, which is illegal in OK. Go the General Counsel's FAQ page for more info:
www.utulsa.edu/generalcounsel/gcfaq.htm
- Any prize worth more than \$50.00 must be documented. Type up a sheet with the prize and its monetary worth, the winner's name, student ID or social security number, and signature. You must have this for the accounts payable department and include it with the paperwork to pay for the prizes. This verifies that someone actually won the prize and you didn't just walk off with it.



- **Follow-up with all vendors, service providers and campus offices at least one week prior to your event. Follow up again one day before for last minute details, updates, and changes.**