



Facility Large Event Planning Guide

***This form will be turned in at your 30 day planning meeting with MU staff**

Contact		Res Number	
Group		Event Date	
Phone		Event Name	
Email		Event Type (Meeting, presentation, concert, fashion show, etc.)	

- Note for student organizations: We will send all event documents to your ONID accounts.
- Please note that we need a single point of contact for event information and changes.

Room Setup (See attached diagrams or provide a sketch of request) **Number of attendees:** _____

☐ Theater ☐ Classroom ☐ Conference ☐ Fashion Show ☐ Hollow Square
☐ Hexagon ☐ Chair Circle ☐ Reception ☐ Rectangle ☐ Zigzag
☐ Rounds ☐ Poster Session ☐ EXPO ☐ Other _____

Audio Visual

☐ Laptop ☐ Projector ☐ LCD TV ☐ Podium/Lectern ☐ DVD/VCR
☐ Conference/Regular Phone ☐ Conference Wireless Registration (non-ONID users)
☐ Microphone for presentation ☐ Screen ☐ Extension Cord ☐ AV Cart ☐ Fog Machine
☐ Laptop Speakers ☐ Lighting ☐ MAC Adaptor ☐ Presentation Clicker ☐ Other
☐ Sound System: *MU Staff will make a recommendation for sound package and/or room package based on details provided

Event Information

Will you need a rehearsal time? Yes No Requested date and time: _____

Is this event a philanthropy/fundraiser? Yes No

How will you be paying for the charges (if applicable) PR Cash Check Credit Card

What color of linens would you like for your tables? Black White Other____(\$2/linen for color)

Will you be using any external contractors? Yes No

Will you have Catering? Yes No List Contracted Caterer _____

Please describe your activities:

Attendance Information

Ticketed Event Yes _____ No _____

If you will be selling tickets cash boxes are available through MU Accounting, Room 217.

# Guests	# Volunteers	# Performers
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- Guests - This is the number the room will be set for and the number of guests admitted through any entrance.
- Volunteers - Number of committee members and servers that will need to be on a guest list for the guest entrance, they will be counted in your ticket total.
- Performers - Performers are included in the guest count and will be counted in your ticket total. They need to be on your guest list for the guest entrance. A list of all performers must be provided at event walkthrough.

The following section is to be used for reference purposes only

Days	Date	Description	Notes
30		Event Report Due	Can be completed through the SEAC database
		Event Planning Meeting with MU Event Support	Set Appointment to be 30 days prior to event
		Copy of Vendor Agreements, Riders, Contracts and Proof of Insurance	Ex: Catering, Performers, Rental Companies, Florists, Speakers
21		Budget Review	
		Risk Assessment (need for waivers)	
		Submit Permits	Refer to Permits and Restrictions
		Order Catering	
		Decoration Plan	Refer to Decoration Guidelines and Fire Code
		Program Draft/Script	
		Draft of Performer List Due	
14		Sign MU Rental Agreement	
		Purchase Request Due	
		Permits Finalized	
		Event Timeline	See Event Timeline form. Include Load-in and Load-out timeline.
7		Final Performer List Due	
		Identify Stage Manager	Submit contact information if different from primary contact
		Volunteer, Guest and VIP Lists Due	
		Finalized Event Program Due	
2		Final Media and/or Presentation Due	
		Parking Passes Issued	

Band/ Performer Information

Parking Passes needed (\$9/pass) _____

Refer to Parking & Transit Website for Jefferson St use. http://oregonstate.edu/facilities/transit_pkg/index_pkg.html

Review this section with guest if event will have live performances. Greenroom and storage notes are specific to Ballroom.

- Performers should arrive at least 1.5 hours prior to start of event.
- Sound equipment and operators are contracted through the MU Event Support office.
- Parking is allowed for the day of event. Vehicles without permits may receive citations or be towed.
- Greenroom/dressing rooms may be requested (see Room Layout) for performers. Band/performer equipment may be stored backstage left or in the East Ballroom.
- Performers will not consume or use alcohol or drugs while at the venue.
- Guest may be charged for any damage to equipment as a result of misuse by performers.
- A performer list must be provided 1week prior to event. Photo ID is required for entry.

The following section is to be used for reference purposes only

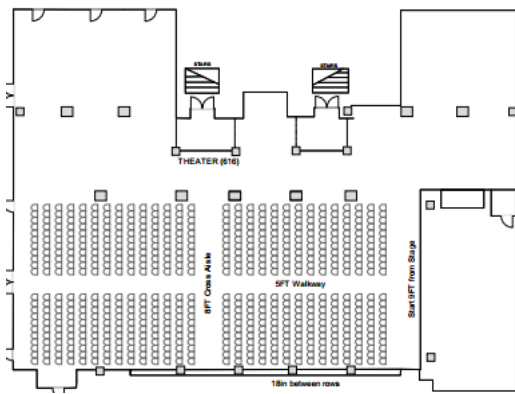
Permits/ Restrictions

- Alcohol Permit
- Certificate of Insurance
- Fire permits are required for all open flame (i.e. candles)
 - Permits are available from the Corvallis Fire Department. Group should make an appointment and will need to take the candle and container with them. Container should allow candle to “self extinguish” if tipped over.
- No torches are allowed in any MU facility.
- Sound Permit (Outside)

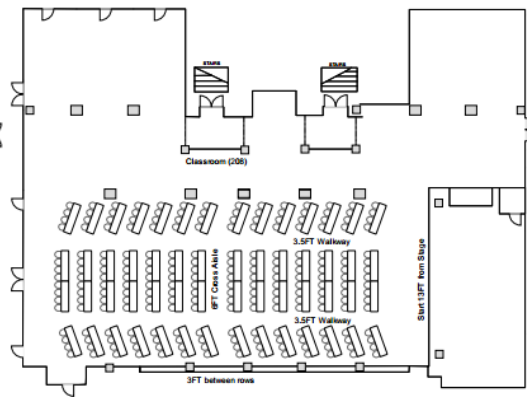
Decoration Guidelines

Memorial Union & International Forum

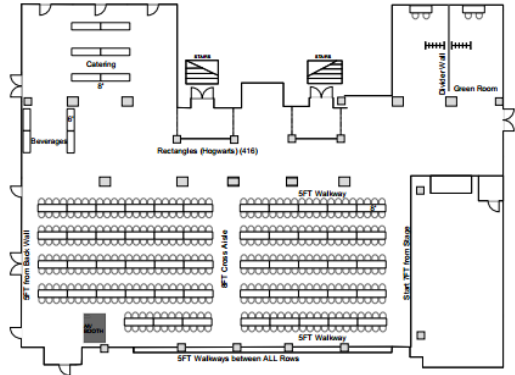
- Decorations must be removed by the customer at the end of each event. Decorations left over at the end of the event will be disposed of by the MU staff.
- Only blue tape is allowed on all surfaces of the MU. Blue tape is provided at no charge.
- No tacks, pins, staples or nails may be used to secure decorations to any surface.
- All decorated materials (I.E. backdrops) must be flame resistant.
- Nothing may be hung from or attached to any curtain or drapes in the facilities or on the Ballroom stage.
- Decorations may be hung from ceiling of the Ballroom.
 - **14 day notice must be given to MU Guest Services.**
 - This service will incur an extra charge.
 - Decorations must be onsite prior to the room setup. Decorations will not be accepted once the table and chairs have been set.
- Dining and buffet tables must be covered either with a table cloth or plastic sheeting.
- All exit doors, exit lights, fire sprinkler heads, fire alarm pull stations and fire extinguisher locations must be kept free of obstacles or decorative material.
- Do not use straw or other dry plant material. Corn husk decorations can be used if they have been flame-retardant treated using a commercial solution.
- Please notify MU Guest Services if you plan to have a vendor deliver decorations. The load-in time will be coordinated by MU Guest Services.
- The MU will provide (in some cases, free of charge) either black or white linens for your event. Colors can be special ordered for an additional fee.
- The following is not allowed unless agreed upon in advance. Extra cleaning charges will be assessed.
 - Confetti Canons
 - Glitter
 - Loose Confetti
 - Dry Plant Material
 - Flammable Material



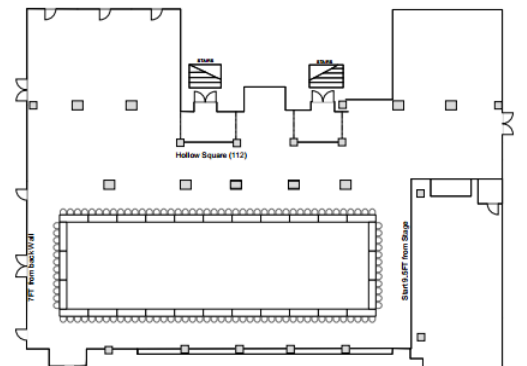
THEATER



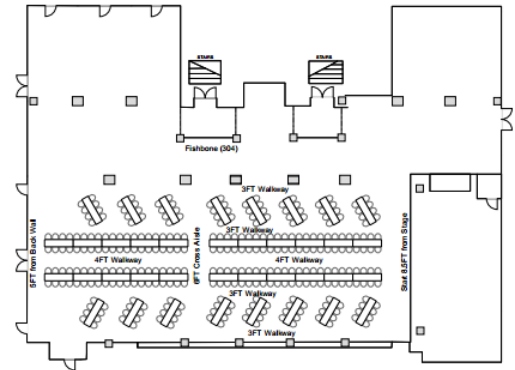
CLASSROOM



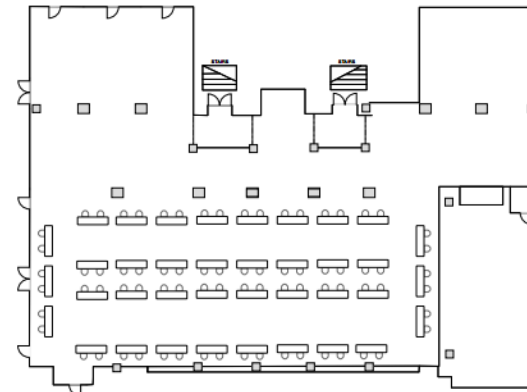
RECTANGLES



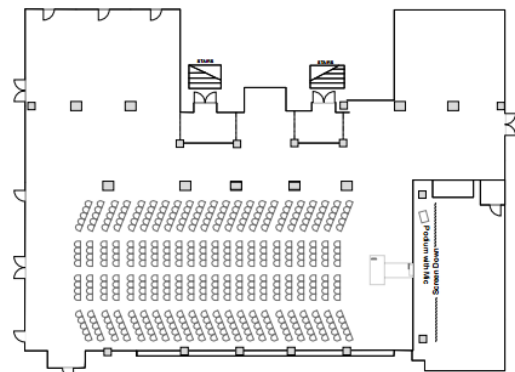
HOLLOW SQUARE



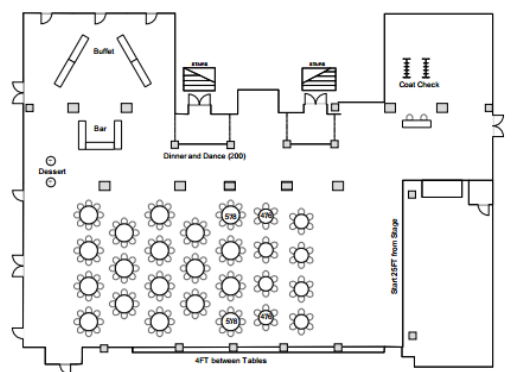
FISHBONE



EXPO



FASHION SHOW



RECEPTION/DINNER & DANCE