



## 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
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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	
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14		Sign MU Rental Agreement	
		Purchase Request Due	
		Permits Finalized	
		Event Timeline	See Event Timeline form. Include Load-in and Load-out timeline.
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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	
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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](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 1 week 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

