



EVENT PLANNING TOOLBOX:

Consider the following campus resources as you plan and coordinate your event. Identifying your needs early can help ensure the right support is in place and allow adequate time for coordination.

RESERVE YOUR SPACE

Confirm and reserve your approved event location in Outlook.

- Reserve your space in Outlook.
- If needed, resources are available under Step 2, Space availability recourses

MARKETING & COMMUNICATIONS

Promotion • Design • Signage • Branding • Photography • and More

- Need help promoting your event or creating event materials?
- Submit a Marketing & Communications request and include your event approval with your request.

SUBMIT MARKETING & COMMUNICATIONS PROJECT REQUEST →

Select the link above to access the Marketing & Communications Asana request form.

FACILITIES

Room Setup • Tables • Chairs • Custodial Support • Special Event Needs • and More

- Need a particular room setup or Facilities support?
- Submit a Facilities request and include your event approval and event setup details.

SUBMIT FACILITIES REQUEST →

Select the link above to access the Facilities Workorder form

IT / AV SUPPORT

Technology Support • Livestreaming • Equipment Setup • Web Conferencing • and More

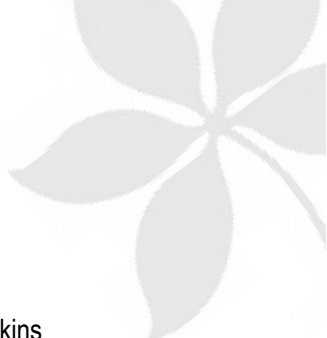
Determine your technology and audiovisual needs early, especially if your event includes presentations, speakers, microphones, sound or other AV equipment.

- Submit your request as early as possible. If your event is two weeks away or less, contact Bryan Sickmiller (sickmiller.2@osu.edu) and/or Travis Elkins (elkins.66@osu.edu) directly to help confirm support is available.
- Before submitting: If your request is for an event, include a copy of your event approval email with your IT request.

 **Tip:** In the IT Service Portal, search “Event” and select Event Setup, or navigate to: Service Catalog → Client Computing Services → Event Setup: Audio/Visual Equipment & Assistance

REQUEST IT / AV SUPPORT →

Select the link above to access the Office of Technology and Digital Innovation webpage.



SECURITY & BUILDING ACCESS

After-Hours Access • Building Access • Event Security • and More

- Submit your request as early as possible. If your event is two weeks away or less, contact Jade Elkins (Elkins.135@osu.edu) directly confirm support needed.
- Events taking place outside normal building hours or requiring additional building access or security may require advance coordination.

CONTACT SECURITY →

Select the link above to access Public Safety Officer webpage.

FOOD & CATERING

Catering • Refreshments • Event Food • and More

- If your event includes food or refreshments, plan your catering needs early and coordinate any event-specific setup.

VIEW CATERING RESOURCES →

STEPS TO ORDER & PAY FOR CATERING

1. Choose a Caterer

- Review the Catering Recommendations above and select a caterer that meets your event needs and budget.

2. Place Your Order

- Contact the caterer directly to place your order. Confirm the event date, delivery or pickup time, location, guest count and order details.

3. Arrange Payment

- Use your department PCard to make payment, if available.
- If you do not have access to a department PCard, visit the Dean's Suite to sign out a PCard before making the purchase.
- After payment, return the PCard and itemized receipt to the Dean's Suite and sign the PCard back in.

4. Complete the Expense in Workday

- If you use a Dean's Suite PCard, the Dean's Suite will transfer the expense to you in Workday.
- You are responsible for completing and submitting the expense, including:
 - Business purpose
 - Names of event attendees
 - Itemized receipt and any additional required documentation
 - Need assistance?
 - Ohio State University [Workday Resources](#)
 - Email RegionalBusOps@osu.edu for assistance