

# EVENT PRE-CHECK GUIDE

## Ohio State Marion | Internal Events

Before you begin planning, use this guide to find out whether your activity needs an Event Request Form for approval and inclusion on the Internal Events Calendar.

## Do you need to submit an Event Request?

### Submit an Event Request Form if your activity:

- Is open to the broader campus community or public
- Features external guest speakers, community partners, or outside participants as part of an organized event
- Is promoted as a campus event
- Requests campus leadership participation in an event, such as remarks, presentations, or official representation
- Is a student club or organization event, presentation, or social activity beyond a routine internal meeting

If none of these apply, no Event Request Form is needed. Reserve space as appropriate.

**Location alone doesn't decide it.** Routine internal meetings at the Downtown Engagement Hub or off campus don't need a request solely because of their location. Events open to a broader audience or involving external participants do, wherever they take place.

## Examples by event type

| Type                                    | YES! Submit a Request                                                                                                                                       | NO, Request Not Needed                                                                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Signature events                     | New Student Open House, Welcome Day, Graduation, Community of Scholars                                                                                      | —                                                                                                                                          |
| 2. Student clubs & organizations        | Poster presentations, colloquia, student project presentations, guest speakers, community-facing and social events                                          | Routine internal club meetings                                                                                                             |
| 3. Department & ongoing programming     | Only when it is open to the broader campus or community, includes an outside guest or partner, or is promoted as a campus event                             | Department or staff meetings, internal planning meetings, regular service operations, routine course activities for enrolled students only |
| 4. Sessions, workshops & other events   | Academic success workshops, wellness programs, colloquia, guest speakers, community partner events, course-related presentations open to the broader campus | —                                                                                                                                          |
| 5. Downtown Engagement Hub & off campus | Events open to the campus or community, or involving external guests                                                                                        | Routine internal meetings                                                                                                                  |

## Next steps

If **YES**: Follow the [Internal Event Planning & Reservation Process](#), beginning with Step 1: Check the Campus Event Calendar, and submit an Event Request Form. Requests involving the Downtown Engagement Hub route to Leslie Beyer-Hermesen for review and approval.

If **NO**: Reserve space as appropriate. See **Step 4: Coordinate Your Event** in the [Internal Event Planning & Reservation Process](#) for any support needs.

## Good to know

- **A room reservation is not an Event Request.** The Internal Events Calendar and Outlook room calendars serve different purposes.
- **Plan early.** Submit event and marketing information as early as possible, because short notice may limit promotion and event support. If you want campus leadership to attend or take part, invite them early.
- **Signature and recurring events.** Check for conflicts with other signature events. For recurring programs such as Community of Scholars, reserve space early and update speaker, title, location, and other details as available, coordinating with calendar and marketing contacts.
- **After hours.** Events outside standard business hours (8:00 a.m.–5:00 p.m.) require a Facilities Work Order. This is essential, as events outside of standard business hours require, by union regulations, 45 days of notice for staffing.
- **If something changes,** follow Step 6: update attendee invitations and notify the Dean's Suite and affected support departments, such as Facilities, IT, Marketing & Communications, or Admissions.

Continue to the six steps: [osumarion.osu.edu/internal-events](https://osumarion.osu.edu/internal-events).