Tips for a successful event at the OKLAHOMA MEMORIAL UNION

Organizing an event either big or small involves a lot of details. We hope to help you with a few tips for planning. The OMU Reservations and Catering Department is available 8:00 am to 5:00 pm, Monday through Friday. Please contact us for any questions or concerns you might have.

- Reserve on line or call at least three working days in advance.
- An approximate number of attendees will be required before a room can be reserved.
- Tell your reservationist what time the event starts and ends, as well as any extra set up or rehearsal time.
- Know how would you like your room set up.
- Audio visual equipment, including microphones is limited, be sure to request this when you reserve space.
- Let your reservationist know at the time you reserve space if your event will require refreshments, meals or alcohol. Student organizations have special alcohol polices which require a two week notice and paperwork.
- You may wish to provide flowers or centerpieces to enhance the appearance of your event.
- Inform your attendees of parking options.
- Check your confirmation for correct date, times, amounts, etc. Your reservationist can provide you with the confirmation.
- Know how you will be paying for your event—account number, purchase order, cash or credit card. Payment due 72 business hours in advance.
- Enjoy the actual event and leave the work to us!