

OKLAHOMA

MEMORIAL UNION

CHECKLIST FOR A SUCCESSFUL EVENT AT THE UNION

Organizing an event, big or small, involves a lot of details. We hope to help you with a few tips for planning. Our reservations and catering office is available Monday-Friday, 8 a.m.-5 p.m. Please do not hesitate to contact us with any questions or concerns you may have.

- ☐ Make your reservation request online or call at least three working days in advance of your event date.
- ☐ Have some back up days in mind as many of our spaces are booked months in advance.
- ☐ An approximate number of attendees will be required before a room can be reserved.
- ☐ Know your start and end time as well as any extra set up or rehearsal time that is needed.
- ☐ A/V equipment is limited, be sure to request this when you reserve the space to ensure availability.
- ☐ Know how you would like the room set up (see our set up options diagram)
- ☐ Let our staff know at the time of your initial booking if you will require catering or alcohol. Student organizations have special alcohol policies that require two weeks notice and additional paperwork.
- ☐ Know how you will be paying for your event: university account number, purchase order, check, cash or credit card. Payment is due 72 business hours in advance of your event.
- ☐ Let our staff know at the time of your initial booking if you plan on decorating the space or bringing any props/structures. There are fire codes and building policies that prohibit certain materials and decorations. The union also has floral centerpieces available to rent.
- ☐ Inform your guests of parking options on campus. The union parking center is available to the public at \$2 per hour.
- ☐ Check the confirmation you receive from our staff carefully. Make sure that dates, times, amounts, etc. are all correct.
- ☐ Enjoy the actual event and leave the work to us!