

School of Music Event Planning Form

Please fill out this form to ensure that we can coordinate your event. Things to note:

- It is best practice to give <u>three months</u> advance notice on events. Processing the various elements of an event can take time. The sooner we are aware of your needs, the better.
- The Fiscal team will coordinate payments, purchasing, budgeting, and ensure that we
 are following OSU policy. The event planning will defer to the faculty member(s) hosting
 the event.

Your Name:		
Your Event:		
Event Date:		
Event Location(s):		
Funding Source(s):		
Will a student organization be supplying funding?	Yes	No
Will your event charge a fee to attendees?	Yes	No
Please indicate the goods/services your event will rec	juire:	
Payments to Individuals*	Venue Rental	
Hotel Blocks	Shuttle/Car Rental	
Catering	Restaurant Meals**	
Advertising Services	Music Rental	
Lighting/Stage Rentals	Other (detail below)	

^{*}This can include honorariums for guest speakers, performance payments, lighting or costume designers, or coaching services. You will need fill out the **SOM Visiting Artist Request Form** to provide additional information for payment and any relevant travel expenses.

^{**}Such as the Faculty Club or using the PCard at a restaurant.

Catering Request

Fill out if your event requires catering services. There are multiple fields in case your event should need multiple catering services for larger events.

Please detail your menu choices via email. Don't forget your beverages!

Caterer Requested:
Date needed:
Drop-off or pick-up time:
Drop-off location:
Drop-off contact to receive food (name and phone):
Caterer Requested:
Date needed:
Drop-off or pick-up time:
Drop-off location:
Drop-off contact to receive food (name and phone):
Caterer Requested:
Date needed:
Drop-off or pick-up time:
Drop-off location:
Drop-off contact to receive food (name and phone):

If your chosen caterer only offers pick up, you will be responsible for picking up the food. Note that Panera does not deliver on the weekends, and they prepare food on Fridays prior to weekend events.