Event Planning Form

The purpose of this form is to help guide you in successfully planning your event. If you have any questions about planning your event, please see Melody in Allen 219, or email her at, molmsted@uoregon.edu.

EVENT
Name of event:
Date of event:
Start time of event:
End time of event:

ROOMS

- To ensure room availability for the event, place your request as early in the term as possible. There are a variety of spaces and rooms that can be reserved for this event. For information about rooms, please refer to the SOJC online student guide.
- Make sure if you make room reservations that you add time before and after your event for set up and clean up.
- If you order catering, you will be responsible to be there when catering setup/cleanup the food which can be about an hour before and after your event.
- You will need a set-up/clean-up crew

ADVERTISING

- If you need any advertising for your event, please refer to the online SOJC student group guide.

FOOD

- Please refer to the SOJC student group guide for rules and policies for food. Keep in mind that some rooms in Allen Hall or around campus cannot have food in them. Plan your room location accordingly if you plan to have food. To ensure catering is available to cater your event, place your request as early in the term as possible. There are times of the year that catering gets busy and will not be able to handle last minute requests.

DAY OF EVENT

- Email Melody (molmsted@uoregon.edu) a copy of the itinerary; this will help if someone needs information as well as we need it for accreditation tracking.
• The faculty advisor will be responsible for unlocking and locking the locked meeting spaces.
• Moving of any tables/furniture will need to be coordinated. Tables must be picked up and not pushed.
• You will be responsible for setup/cleanup. Please plan accordingly.

SIGNAGE

• You may put up signs outside of the rooms by using the room number nameplate as a sign holder. Do not tape signs to the walls or doors, as tape ruins the paint. Slide the paper to the left or right to remove the paper without ripping.