



OUTDOOR EVENT PLANNING CHECKLIST

Please come prepared to review the following:



Important Timelines

Timelines are based off of required guidelines established by campus partners.

Make note of important deadlines below:

- Meeting with Event Coordinator: date listed on Tentative Reservation email
- External Entity Review: Completed by 10 business days prior to event date
- Confirmation: 10 business days prior to event date
- Weather Decision: 10am the business day prior to event date



Agenda & Registration

- Solidify event timing (access, event start, event end, exit)
- Method of Registration (RSVP, first come-first serve/on-site registration)
- Anticipated attendee count
- On-site contacts



Outdoor University Policies

- Amplified Sound Policy
- Outdoor Event Policy
- Staking is NOT permitted in any outdoor space.



External Entities

- External entities include speakers, DJs/bands, performers, instructors etc.
- External entities are reviewed to verify logistics and safety measures of event.
- Required information for each entity



External Food Source

- Temporary Food Service Permit
- Serving Plan (caterer or customer)
- Temperature Control for Food/Bev
- Any beverages provided must be Coca-Cola products.



Vendors

- Vendors include decorators, caterers, event production, DJs/bands/performance groups, retailers, etc.
- Load In/Out Plan & Time
- Certificate of Insurance (COI)
- Certificate of Manufacture (COM)



Inspectable Items

- Food Trucks
- Inflatables
- Tents over 10'x10'
- Outdoor Staging
- Generators
- Grilling Equipment



Facilities

- Power/electrical needs
- Garbage cans & garbage disposal plan
- Water access/hose
- Restroom Access
- Metal Crowd Barriers/Barricades



Risk Management

- Emergency Vehicle Access
- Risk Acknowledgement Forms
- Line & Crowd Control Plan
- Inclement Weather (date or location change)
- Event Staffing (Police, Security, Advisor)
- Consider Parking Needs



Equipment & Event Layout

- Vision for Event Layout/Diagram
- Rented or Customer Provided Equipment (Tables/chairs, stage, pop-up tent, av equipment)



Staffing & Volunteers

- SU Staffing* (Event Manager) & associated fees
- Customer-provided volunteers & tasks

*required based on reserved space & event needs



Explore Resources

- [UGuide](#)
- [Event Planning Tools](#)
- [USG Funding](#)



Questions for Event Coordinator

- Compile questions to review and discuss with your assigned event coordinator.