

Campus Event Planning Checklist

Please note this is not an all inclusive list, but meant to be a guide for your planning.

Event Name: _____

Date: _____ Time: _____

Event Reservation and Set Up

- For Faculty, Staff, and Student Club/Organizations - You must submit your space request via 25Live at <https://25live.collegenet.com/rider> Space use requests must be submitted 2 business days in advance. Space is available on a first come, first serve basis. We recommend at least one-week notice for a meeting, and at least two-week notice for an event that requires set up.
For questions, contact the Scheduling Office at scheduling@rider.edu or ext. 5326.
- Complete a room diagram form and email/fax/send via campus mail to Auxiliary Services (SRC). This request should include the room setup as well as stage, podium, pipe and drape, coat rack, etc. needs.
For questions, contact Auxiliary Services at events@rider.edu or ext. 7709.
- If the event will be outside, confirm if there are any power or landscaping needs and submit work order on Rider's web page by going to the dropdown menu for Faculty & Staff or Current Students.
For questions, contact the Facilities Office ext. 5080
- Floral arrangements may be ordered through local florists.
Used often by Rider: Le Fleur at 609-896-5130, Willis Greenhouse at 609-771-6690, The Flower Shop at Pennington Market at 609-737-7630, or A Woman's Touch at 609-587-2641.

Catering

- Complete a Gourmet Catering food contract, including any linens needed.
For Faculty and Staff groups – email or fax a copy to Gourmet and send the original to Budget Office
For student groups – deliver food contract to Catering Office in Bart Luedeke Center
For questions, contact Gourmet Dining Services at ridercatering@rider.edu or ext. 5274.

Technology and Audio Visual Needs

- If you have audio visual needs contact the *OIT Help Desk* by submitting an *OIT online ticket*, email helpdesk@rider.edu, or ext. 3000. Consider if you will need a microphone (including microphone for a podium), sound system, computer, internet connection, projector, projection screen, etc.
- If you need any conference call equipment or capabilities contact Networks and Communications.
For general questions, contact Office of Information Technologies ext. 5196.

Public Relations

- If you would like to request assistance with generating publicity or event coverage from the Office of University Communications (professional photographer or someone to write a story) please contact the Office in advance.
For questions, contact the Office of University Communications at ridercalendar@rider.edu or ext. 5192.
- If dignitaries, the media, or off campus guests are attending your event, please include a Rider pop-up in your set up.
- Any posters or flyers for campus events must be approved and stamped by Campus Life.
For questions, contact Campus Life at ext. 5327.
- To order campus signs for your event contact Collegiate Press at signs@rider.edu or ext. 5031.

Guests

- If you are requesting that the President attend or participate in your event complete the President's Participation Event Form found at http://www.rider.edu/2564_17021.htm
For questions, contact the Office of the President at ext. 5001.
- If you are requesting that the Provost attend or participate in your event complete the Provost's Participation Event Form found at http://www.rider.edu/2564_17021.htm
For questions, contact the Office of Academic Affairs at ext. 7058.
- If other dignitaries are attending contact the Office of University Communication for guidance.
- Prepare a mailing list.
- Prepare the invitation, including RSVP information if needed, and distribute.
- Confirm attendance and prepare nametags if needed.

Public Safety

- If your event may require assistance from Public Safety to ensure crowd safety or traffic control, please call their office to review your event.
For questions, contact Public Safety at ext. 5029.
- Plan for appropriate parking availability. Guests should use the Visitors Parking lot. Public Safety will advise on parking for large groups.